Canon

imageRUNNER 2320/2318

User's Guide

Read this guide first.
Please read this guide before operating this product.
After you finish reading this guide, store it in a safe place for future reference.

ENGLISH

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imageRUNNER 2320/2318
User's Guide

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Manuals for the Machine

The manuals for this machine are divided as follows. Please refer to them for detailed information. Depending on the system configuration and product purchased, some manuals may not be needed.

Guides with this symbol are printed manuals.

Guides with this symbol are PDF manuals included on the accompanying disc. (See footnote.)

• **Quick Reference for Basic Operations**	**Easy Operation Guide**	
• **Setup Instructions** • **Basic Operations**	**User's Guide (This Document)**	
• **Basic Operations** • **Troubleshooting**	**Reference Guide**	
• **Copying Instructions**	**Copying Guide**	
• **Remote User Interface Instructions**	**Remote UI Guide*1**	
• **Network Connectivity and Setup Instructions**	**Network Guide*1**	
• **Color Network ScanGear Instructions**	**Network ScanGear Guide*1**	
• **UFR II LT Printer Instructions**	**UFR II Printer Guide**	
• **UFR II LT Printer Driver Instructions**	**Windows Printer Driver Guide**	

*1 The manual is needed only if the optional Network Kit is attached to the machine.

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User Manual Disc

The User Manual disc is software that enables you to select and view PDF Manuals included on the disc via your computer screen. Follow the instructions below to use the User Manual disc.

NOTE

Depending on the system configuration and product purchased, some manuals may not be needed.

System Requirements

The User Manual disc can be used in the following system environments.

	Windows	Macintosh
OS	Windows 2000 (Service Pack 4 or later) Windows XP (Service Pack 1a or later) Windows Vista (Service Pack 2 or later) Windows 7 Windows Server 2003	Mac OS X 10.4.x or later
Memory	The memory required to run the above operating systems	
Computer	A computer that can run the above operating systems	
Display	A resolution of 1024 pixels x 768 pixels or higher	

IMPORTANT

Depending on the configuration of your computer, some functions may not operate correctly. If the PDF manual does not open from the disc Menu, open the PDF file directly from the [Manuals] folder on the User Manual disc.

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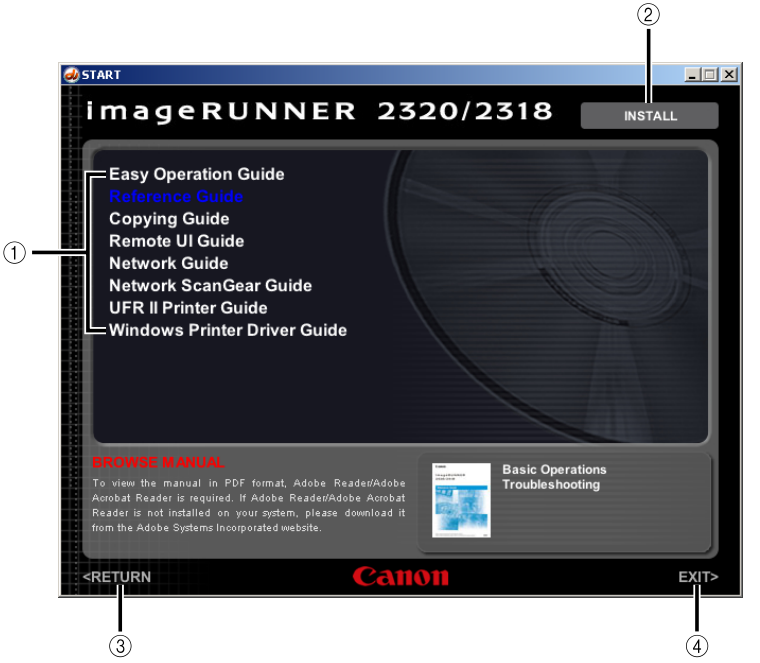
Using the Disc Menu

This section describes how to use the disc Menu. When you insert the User Manual disc provided into the disc drive, the Language Selection window appears. Selecting a language on this window displays the following menu. (The sample screen shot shown here is for Windows users.)

NOTE

For Macintosh users, double-click the [START] icon to start the disc Menu. The Language Selection window is displayed.



① **BROWSE MANUAL**

You can read any of the listed guides by clicking on the desired guide. After clicking on the desired guide, Adobe Reader/Adobe Acrobat Reader starts, and the PDF manual is displayed.

② **INSTALL**

You can install the listed PDF manuals on your computer. After clicking [INSTALL], select the location where you want to save the files.

③ **RETURN**

Click to return to the Language Selection menu.

④ **EXIT**

Click to exit the disc menu.

The screen shot shown above may differ from the actual display, depending on the operating system used.

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How This Manual Is Organized

Chapter 1 **Before You Start Using This Machine**

Chapter 2 **Basic Operations**

Chapter 3 **Routine Maintenance**

Chapter 4 **Troubleshooting**

Chapter 5 **Appendix**

Includes the descriptions of multi-functional operations, available paper stock, and Index.

Considerable effort has been made to ensure that this manual is free of inaccuracies and omissions. However, as we are constantly improving our products, if you need an exact specification, please contact Canon.

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Contents

User Manual disc iii
System Requirements iii
Using the disc Menu iv
Preface ix
How to Use This Manual ix
Symbols Used in This Manual ix
Keys Used in This Manual ix
Illustrations Used in This Manual x
Abbreviations Used in This Manual x
Operations and Terms Used in This Manual xi
Legal Notices xiii
Product Name xiii
EMC Directive xiii
Laser Safety xiii
Additional Information xiii
International Energy Star Program xv
IPv6 Ready Logo xv
WEEE Directive xvi
Trademarks xvi
Copyright xvi
Third Party Software xvii
Disclaimers xviii
Legal Limitations on the Usage of Your Product and the Use of Images xix
Important Safety Instructions xx
Installation xx
Power Supply xxi
Handling xxii
Maintenance and Inspections xxv
Consumables xxvii
Other Warnings xxvii

Chapter 1 Before You Start Using This Machine

Installation Location and Handling 1-2
Installation Precautions 1-2
Avoid Installing the Machine in the Following Locations 1-2
Select a Safe Power Supply 1-4

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Provide Adequate Installation Space 1-5
Moving the Machine 1-6
Handling Precautions 1-7
Parts and Their Functions 1-9
External View 1-9
Internal View 1-11
Control Panel 1-12
Optional Equipment 1-14
Main Power and Control Panel Power 1-15
How to Turn ON the Main Power 1-15
Control Panel Power Switch 1-17
Setting Up the Connection 1-18
Settings Flowchart 1-18
Connecting to a USB Interface 1-19
Connecting to a Network 1-20
Using Ethernet 1-20
Before Using the machine as a printer 1-22
Installing the Printer Driver 1-22
System Requirements 1-22
UFR II LT User Software disc 1-23
Installation 1-23
Setting Up the Printer Configuration 1-24
Before Using the Remote Scan Function 1-25
Installing the Scanner Driver 1-25
System Requirements 1-26
Installation 1-27
Required Settings for Remote Scanning 1-27

Chapter 2 Basic Operations

What This Machine Can Do 2-2
Placing Originals 2-6
Orientation 2-6
Platen Glass 2-8
Feeder (DADF-P2) (Optional) 2-10
Basic Copying 2-12
Basic Printing 2-17
Basic Remote Scanning 2-18
Canceling a Job 2-21
Using the Stop Key 2-21
Using the System Monitor Screen 2-22

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Chapter 3 Routine Maintenance

Paper Drawers **3-2**
Loading Paper 3-2
Adjusting a Paper Drawer to Hold a Different Paper Size 3-6
Replacing the Toner **3-10**

Chapter 4 Troubleshooting

Clearing Paper Jams **4-2**
Clearing Paper Jams with On-Screen Instructions 4-2
When Paper Jams Occur Frequently 4-3
List of Error Messages **4-4**
Self-Diagnostic Display 4-4
Service Call Message **4-11**
Contacting Your Local Authorized Canon Dealer 4-11

Chapter 5 Appendix

Multifunctional Operations **5-2**
Available Paper Stock **5-3**
Index **5-5**

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Preface

Thank you for purchasing the Canon imageRUNNER 2320/2318. Please read this manual thoroughly before operating the machine to familiarize yourself with its capabilities, and to make the most of its many functions. After reading this manual, store it in a safe place for future reference.

How to Use This Manual

Symbols Used in This Manual

The following symbols are used in this manual to explain procedures, restrictions, handling precautions, and instructions that should be observed for safety.

WARNING	Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. To use the machine safely, always pay attention to these warnings.
CAUTION	Indicates a caution concerning operations that may lead to injury to persons, or damage to property if not performed correctly. To use the machine safely, always pay attention to these cautions.
IMPORTANT	Indicates operational requirements and restrictions. Be sure to read these items carefully to operate the machine correctly, and avoid damage to the machine.
NOTE	Indicates a clarification of an operation, or contains additional explanations for a procedure. Reading these notes is highly recommended.

Keys Used in This Manual

The following symbols and key names are a few examples of how keys to be pressed are expressed in this manual:

Control Panel Keys	Example
[Key icon]	[▼]
Key icon + (Key Name)	(Additional Functions)
[Key Name]	[OK]

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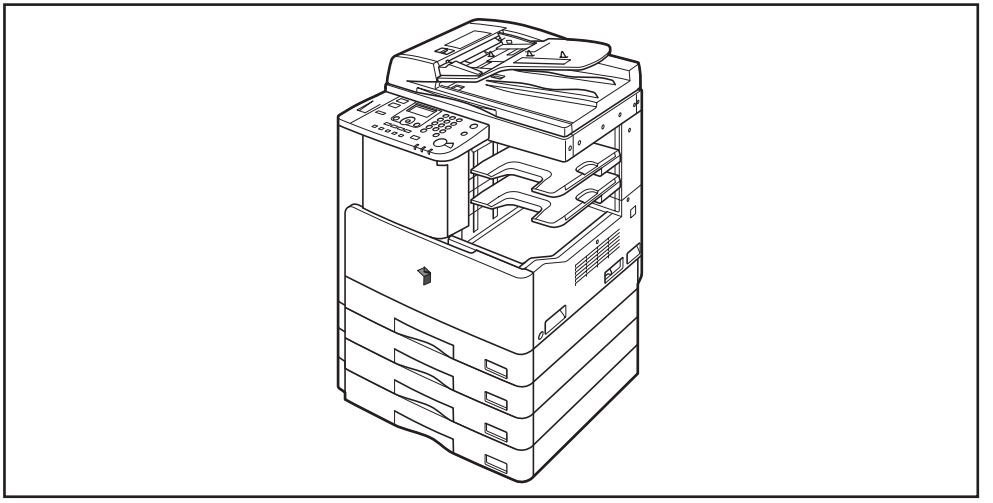
Illustrations Used in This Manual

Illustrations used in this manual are those displayed when the imageRUNNER 2318 has the following optional equipment attached to it: the Feeder (DADF-P2), Finisher-U2, Additional Finisher Tray-C1, Cassette Feeding Module-J1, and Cassette Feeding Module-K1.



Abbreviations Used in This Manual

In this manual, product names and model names are abbreviated as follows:

Microsoft Windows 2000:	Windows 2000
Microsoft Windows XP:	Windows XP
Microsoft Windows Vista operating system:	Windows Vista
Windows 7 operating system:	Windows 7
Microsoft Windows Server 2003:	Windows Server 2003
Microsoft Windows Server 2008:	Windows Server 2008
Microsoft Windows operating system:	Windows

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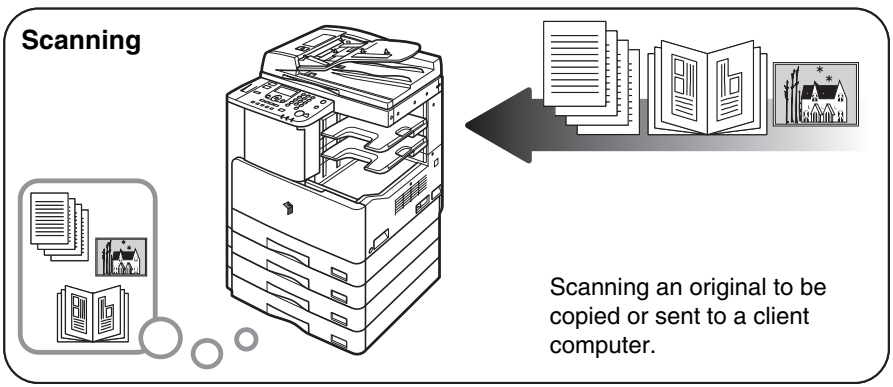
Operations and Terms Used in This Manual

This machine makes effective use of memory to perform print operations efficiently. For example, as soon as the machine has scanned the original that you want to copy, it can immediately scan the next person's original. You can also print from this machine, using a function other than the Copy function. In this machine, these operations take place in a complex way, so that not only copies, but also various kinds of prints may sometimes have to wait their turn before they can be printed.

To avoid confusion when reading this manual, the terms "scanning," "printing," and "copying," used throughout this manual are defined below. When making a copy, the process of scanning originals and printing copies may be described as separate functions.



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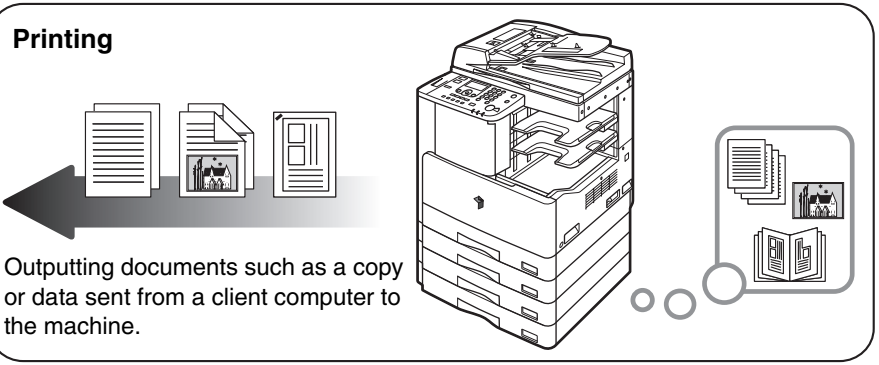
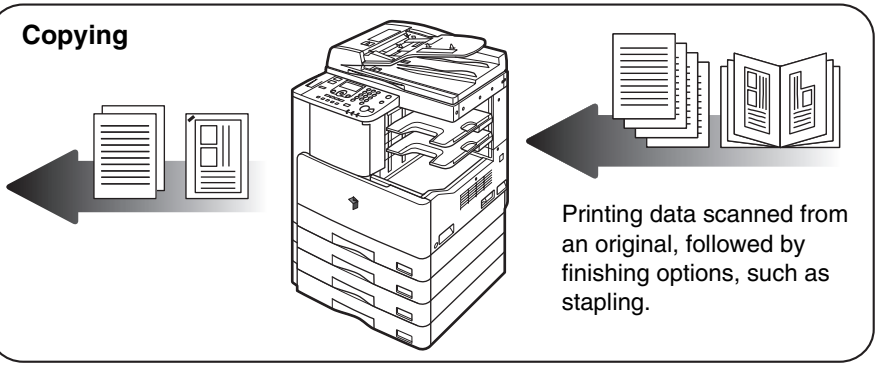
Printing



Outputting documents such as a copy or data sent from a client computer to the machine.

Copying



Printing data scanned from an original, followed by finishing options, such as stapling.

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Legal Notices

Product Name

Safety regulations require the product's name to be registered. In some regions where this product is sold, the following name(s) in ( ) may be registered instead.

imageRUNNER 2320/2318 (F190600)

EMC Directive

This equipment conforms with the essential requirements of EC Directive 2004/108/EC.

We declare that this product conforms with the EMC requirements of EC Directive 2004/108/EC at nominal mains input 230V, 50Hz although the rated input of the product is 220-240V, 50/60Hz.

Use of shielded cable is necessary to comply with the technical requirements of EMC Directive.

Laser Safety

This product is certificated as a Class 1 laser product under IEC60825-1: 2007 and EN60825-1: 2007. This means that the product does not produce hazardous laser radiation.

Since radiation emitted inside the product is completely confined within protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation. Do not remove protective housings or external covers, except as directed by the equipment's manual.

Additional Information

When servicing or adjusting the optical system of the product, be careful not to place screwdrivers or other shiny objects in the path of the laser beam. Also, accessories such as watches and rings should be removed before working on the product. The reflected beam, whether visible or invisible, can permanently damage your eyes.

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The labels shown below are attached to the laser scanner unit inside the machine and next to the toner cartridge behind the front cover.

DANGER - Invisible laser radiation when open. AVOID DIRECT EXPOSURE TO BEAM.
CAUTION - CLASS 3B INVISIBLE LASER RADIATION WHEN OPEN. AVOID EXPOSURE TO THE BEAM.
ATTENTION - RAYONNEMENT LASER INVISIBLE DE CLASSE 3B EN CAS D'OUVERTURE. EVITEZ L'EXPOSITION AU FAISCEAU.
VORSICHT - UNSICHTBARE LASERSTRAHLUNG KLASSE 3B, WENN ABDECKUNG GEÖFFNET. NICHT DEM STRAHL AUSSETZEN.
PRECAUCIÓN - RADIACIÓN LÁSER INVISIBLE DE CLASE 3B PRESENTE AL ABRIR. EVITE LA EXPOSICIÓN AL HAZ.
VARNING - KLASS 3B OSYNLIG LASERSTRÅLNING NÄR DENNA DEL ÄR ÖPPNAD. STRÅLEN ÄR FARLIG.
VAROITUS - LUOKAN 3B NÄKYMÄTTÖMÄLLE LASER-SÄTEILYÄ AVATTUNA. VÄLTÄ ALTISTUMISTA SÄTEELLE.
注 意 - 打开时，存在不可见的3B类激光辐射，请避免接触该激光束
注 意 - 打開機器蓋板時有3B級不可視雷射光釋出，應避免曝射
주 의 - 열리면 등급 3B 비가시 레이저 방사선이 방출됩니다. 광선에 노출을 피하십시오.
注 意 - ここを開くとクラス3B不可視レーザ放射が出ます。ビームに身をさらさないこと。
FS7-8335

FU5-8610
DANGER - Invisible laser radiation when open. AVOID DIRECT EXPOSURE TO BEAM.
CAUTION - CLASS 3B INVISIBLE LASER RADIATION WHEN OPEN. AVOID EXPOSURE TO THE BEAM.
ATTENTION - RAYONNEMENT LASER INVISIBLE DE CLASSE 3B EN CAS D'OUVERTURE. EVITEZ L'EXPOSITION AU FAISCEAU.
VORSICHT - UNSICHTBARE LASERSTRAHLUNG KLASSE 3B, WENN ABDECKUNG GEÖFFNET. NICHT DEM STRAHL AUSSETZEN.
PRECAUCIÓN - RADIACIÓN LÁSER INVISIBLE DE CLASE 3B PRESENTE AL ABRIR. EVITE LA EXPOSICIÓN AL HAZ.
VARNING - KLASS 3B OSYNLIG LASERSTRÅLNING NÄR DENNA DEL ÄR ÖPPNAD. STRÅLEN ÄR FARLIG.
VAROITUS - LUOKAN 3B NÄKYMÄTTÖMÄLLE LASER-SÄTEILYÄ AVATTUNA. VÄLTÄ ALTISTUMISTA SÄTEELLE.
注 意 - 打开时，存在不可见的3B类激光辐射，请避免接触该激光束
注 意 - 打開機器蓋板時有3B級不可視雷射光釋出，應避免曝射
주 의 - 열리면 등급 3B 비가시 레이저 방사선이 방출됩니다. 광선에 노출을 피하십시오.
注 意 - ここを開くとクラス3B不可視レーザ放射がでます。ビームに身をさらさないこと。

This product has been classified under IEC60825-1: 2007 and EN60825-1: 2007, which conform to the following classes:

CLASS 1 LASER PRODUCT
LASER KLASSE 1
APPAREIL Á LASER DE CLASSE 1
APPARECCHIO LASER DI CLASSE 1
PRODUCTO LÁSER DE CLASE 1
APARELHO A LASER DE CLASSE 1
LUOKAN 1 LASER-TUOTE
LASERPRODUKT KLASS 1

CAUTION

Use of controls, adjustments, or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

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International Energy Star Program

As an ENERGY STAR® Partner, Canon Inc. has determined that this machine meets the ENERGY STAR® Program guidelines for energy efficiency.

The International ENERGY STAR® Office Equipment Program is an international program that promotes energy saving through the use of computers and other office equipment. The program backs the development and dissemination of products with functions that effectively reduce energy consumption. It is an open system in which business proprietors can participate voluntarily. The targeted products are office equipment, such as computers, displays, printers, facsimiles, and copiers. The standards and logos are uniform among participating nations.

IPv6 Ready Logo

The protocol stack included in this machine has obtained the IPv6 Ready Logo Phase-1 established by the IPv6 Forum.

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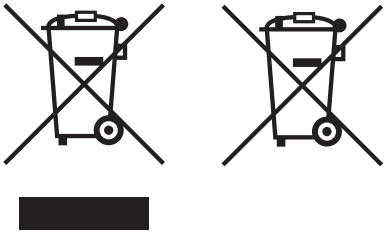
WEEE Directive



European Union (and EEA) only.

These symbols indicate that this product is not to be disposed of with your household waste, according to the WEEE Directive (2002/96/EC), the Battery Directive (2006/66/EC) and/or your national laws implementing those Directives.

If a chemical symbol is printed beneath the symbol shown above, in accordance with the Directive, this indicates that a heavy metal (Hg = Mercury, Cd = Cadmium, Pb = Lead) is present in this battery or accumulator at a concentration above an applicable threshold specified in the Battery Directive.

This product should be handed over to a designated collection point, e.g., on an authorized one-for-one basis when you buy a new similar product or to an authorized collection site for recycling waste electrical and electronic equipment (EEE) and batteries and accumulators. Improper handling of this type of waste could have a possible impact on the environment and human health due to potentially hazardous substances that are generally associated with EEE.

Your cooperation in the correct disposal of this product will contribute to the effective usage of natural resources.

For more information about the recycling of this product, please contact your local city office, waste authority, approved scheme or your household waste disposal service or visit www.canon-europe.com/environment.

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- Paper Money
- Money Orders
- Certificates of Deposit
- Postage Stamps (canceled or uncanceled)
- Identifying Badges or Insignias
- Selective Service or Draft Papers
- Checks or Drafts Issued by Governmental Agencies
- Motor Vehicle Licenses and Certificates of Title
- Travelers Checks
- Food Stamps
- Passports
- Immigration Papers
- Internal Revenue Stamps (canceled or uncanceled)
- Bonds or Other Certificates of Indebtedness
- Stock Certificates
- Copyrighted Works/Works of Art without Permission of Copyright Owner

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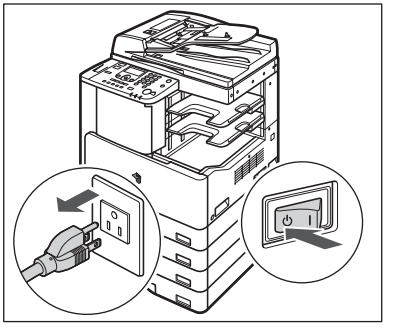
Important Safety Instructions

Please read these “Important Safety Instructions” thoroughly before operating the machine. As these instructions are intended to prevent injury to the user or other persons or destruction of property, always pay attention to these instructions. Also, since it may result in unexpected accidents or injuries, do not perform any operation unless otherwise specified in the manual. Improper operation or use of this machine could result in personal injury and/or damage requiring extensive repair that may not be covered under your Limited Warranty.

Installation

WARNING

- **Do not install the machine near alcohol, paint thinner, or other flammable substances. If flammable substances come into contact with electrical parts inside the machine, it may result in a fire or electrical shock.**
- **Do not place the following items on the machine. If these items come into contact with a high-voltage area inside the machine, it may result in a fire or electrical shock. If these items are dropped or spilled inside the machine, immediately turn OFF the main power switch, and disconnect the power cord from the power outlet. Then, contact your local authorized Canon dealer.**
  - **Necklaces and other metal objects**
  - **Cups, vases, flowerpots, and other containers filled with water or liquids**



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⚠ CAUTION

- **Do not install the machine in unstable locations, such as unsteady platforms or inclined floors, or in locations subject to excessive vibrations, as this may cause the machine to fall or tip over, resulting in personal injury.**
- **Never block the ventilation slots and louvers on the machine. These openings are provided for proper ventilation of working parts inside the machine. Blocking these openings can cause the machine to overheat. Never place the machine on a soft surface, such as a sofa or rug.**
- **Do not install the machine in the following locations:**
  - **A damp or dusty location**
  - **A location near water faucets or water**
  - **A location exposed to direct sunlight**
  - **A location subject to high temperatures**
  - **A location near open flames**

Power Supply

⚠ WARNING

- **Do not damage or modify the power cord. Also, do not place heavy objects on the power cord, or pull on or excessively bend it, as this could cause electrical damage and result in a fire or electrical shock.**
- **Keep the power cord away from a heat source; failure to do this may cause the power cord coating to melt, resulting in a fire or electrical shock.**
- **Do not connect or disconnect the power cord with wet hands, as this may result in electrical shock.**
- **Do not connect the power cord to a multiplug power strip, as this may cause a fire or electrical shock.**
- **Do not bundle up or tie the power cord in a knot, as this may result in a fire or electrical shock.**
- **Insert the power plug completely into the power outlet, as failure to do so may result in a fire or electrical shock.**
- **Do not use power cords other than the power cord provided, as this may result in a fire or electrical shock.**
- **As a general rule, do not use extension cords. Using an extension cord may result in a fire or electrical shock. If an extension cord must be used, however, use one rated for voltages of 220 - 240 V AC and over, untie the cord binding, and insert the power plug completely into the extension cord outlet to ensure a firm connection between the power cord and the extension cord.**

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⚠ CAUTION

- **Do not use power supplies with voltages other than those specified herein, as this may result in a fire or electrical shock.**
- **Always grasp the power plug when disconnecting the power cord. Pulling on the power cord may expose or snap the core wire, or otherwise damage the power cord. If the power cord is damaged, this could cause current to leak, resulting in a fire or electrical shock.**
- **Leave sufficient space around the power plug so that it can be unplugged easily. If objects are placed around the power plug, you will be unable to unplug it in an emergency.**

Handling

⚠ WARNING

- **Do not attempt to disassemble or modify the machine. There are high-temperature and high-voltage components inside the machine which may result in a fire or electrical shock.**
- **If the machine makes strange noises, or gives off smoke, heat, or strange smells, immediately turn OFF the main power switch, and disconnect the power cord from the power outlet. Then, contact your local authorized Canon dealer. Continued use of the machine in this condition may result in a fire or electrical shock.**
- **Do not use highly flammable sprays near the machine. If gas from these sprays comes into contact with the electrical components inside the machine, it may result in a fire or electrical shock.**
- **To avoid damage to the power cord and creating a fire hazard, always turn OFF the main power switch, and unplug the interface cable when moving the machine. Otherwise, the power cord or interface cable may be damaged, resulting in a fire or electrical shock.**
- **Do not drop paper clips, staples, or other metal objects inside the machine. Also, do not spill water, liquids, or flammable substances (alcohol, benzene, paint thinner, etc.) inside the machine. If these items come into contact with a high-voltage area inside the machine, it may result in a fire or electrical shock. If these items are dropped or spilled inside the machine, immediately turn OFF the main power switch, and disconnect the power cord from the power outlet. Then, contact your local authorized Canon dealer.**

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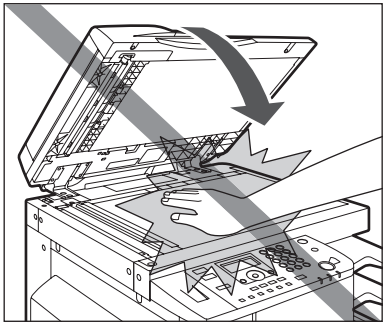
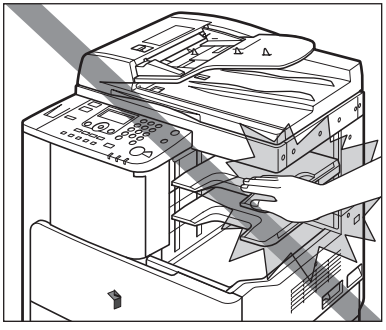
⚠ CAUTION

- **Do not place heavy objects on the machine, as they may tip over and fall resulting in personal injury.**
- **Close the feeder/platen cover gently to avoid catching your hands, as this may result in personal injury.**



- **Do not press down hard on the feeder/platen cover when using the platen glass to make copies of thick books. Doing so may damage the platen glass and result in personal injury.**
- **Do not touch the finisher while the machine is printing, as this may result in personal injury.**
- **Do not place your hands, hair, clothing, etc., near the exit and feed rollers. Even if the machine is not in operation, your hands, hair, or clothing may get caught in the rollers, which may result in personal injury or damage if the machine suddenly starts printing.**
- **Be careful when removing printed paper from output trays or when aligning it, because it may be hot and result in burn injury.**
- **Do not place your hand in the part of the tray where stapling is performed when the finisher is attached, as this may result in personal injury.**



Finisher-U2

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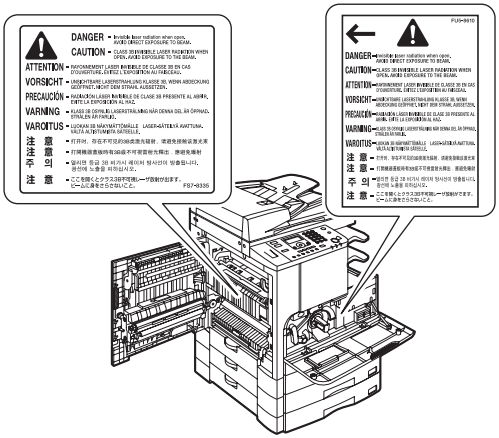
- **Turn OFF the control panel power switch for safety when the machine will not be used for a long period of time, such as overnight. Also, turn OFF the main power switch, and disconnect the power cord for safety when the machine will not be used for an extended period of time, such as during consecutive holidays.**
- **The laser beam can be harmful to human bodies. Since radiation emitted inside the product is completely confined within protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation. Read the following remarks and instructions for safety.**
- **Never open covers other than those instructed in this manual.**
- **Do not remove the caution labels attached to the laser scanner unit inside the machine and next to the toner cartridge, behind the front cover.**



- **If the laser beam escapes from the machine, exposure may cause serious damage to your eyes.**

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Maintenance and Inspections

WARNING

- **When cleaning the machine, first turn OFF the main power switch, and then disconnect the power cord. Failure to observe these steps may result in a fire or electrical shock.**
- **Disconnect the power cord from the power outlet regularly, and clean the area around the base of the power plug's metal pins and the power outlet with a dry cloth to ensure that all dust and grime is removed. If the power cord is connected for a long period of time in a damp, dusty, or smoky location, dust can build up around the power plug and become damp. This may cause a short circuit and result in a fire.**
- **Clean the machine using a slightly dampened cloth with a mild detergent mixed with water. Do not use alcohol, benzene, paint thinner, or other flammable substances. Check detergent for flammability prior to use. If flammable substances come into contact with a high-voltage area inside the machine, it may result in a fire or electrical shock.**
- **There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside the machine, as this may result in burns or electrical shock.**
- **Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the cartridges to ignite, resulting in burns or a fire.**

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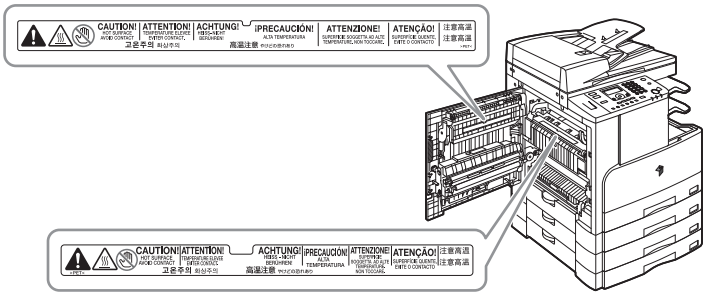
CAUTION

- **The fixing unit, the duplex unit, and their surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside of the machine, do not touch the fixing unit, the duplex unit, and their surroundings, as doing so may result in burns.**



- **When removing jammed paper or replacing the toner cartridge, take care not to allow the toner to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**
- **When loading paper or removing jammed originals or paper, take care not to cut your hands on the edges of the originals or paper.**
- **When removing a used toner cartridge, remove the cartridge carefully to prevent the toner from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**
- **Do not dismantle the toner cartridge, as doing so may cause the toner to fly out and enter your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**
- **Handle the toner cartridge carefully. Avoid contact with any toner that is released from the cartridge. If toner makes contact with your skin, immediately wash the area with soap and cold water. If your skin still feels irritated after washing the area thoroughly, or if you ingest the toner, seek immediate medical treatment.**

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Consumables

WARNING

- **Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the cartridges to ignite, resulting in burns or a fire.**
- **Do not store toner cartridges or paper in places exposed to open flames, as this may cause the toner or paper to ignite, resulting in burns or a fire.**
- **When discarding used toner cartridges, put the cartridges into a bag to prevent the toner remaining inside the cartridges from scattering, and then dispose of them in a location away from open flames.**

CAUTION

- **Keep toner and other consumables out of the reach of small children. If these items are ingested, consult a physician immediately.**
- **Do not dismantle the toner cartridge, as dismantling it may cause toner dust to scatter on your skin or clothes. If toner comes in contact with your clothes, brush it off immediately. Do not wash the clothes with hot water, as this may cause the toner to set in the fabric. If toner gets into your eyes or mouth, wash them immediately with cold water and seek immediate medical treatment.**
- **Handle the toner cartridge carefully. Avoid contact with any toner that is released from the cartridge. If toner makes contact with your skin, immediately wash the area with soap and cold water. If your skin still feels irritated after washing the area thoroughly, or if you ingest toner, seek immediate medical treatment.**

Other Warnings

WARNING

For cardiac pacemaker users:
This product emits low level magnetic flux. If you use a cardiac pacemaker and feel abnormalities, please move away from the product and consult your doctor.

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Before You Start Using This Machine

1
CHAPTER

This chapter describes what you should know before using this machine, such as parts and their functions, and how to turn ON the main power.

Installation Location and Handling 1-2
- Installation Precautions 1-2
- Handling Precautions 1-7

Parts and Their Functions. 1-9
- External View 1-9
- Internal View. 1-11
- Control Panel 1-12
- Optional Equipment 1-14

Main Power and Control Panel Power 1-15
- How to Turn ON the Main Power 1-15
- Control Panel Power Switch. 1-17

Setting Up the Connection 1-18
- Settings Flowchart 1-18
- Connecting to a USB Interface. 1-19
- Connecting to a Network 1-20

Before Using the machine as a printer 1-22
- Installing the Printer Driver 1-22
- Setting Up the Printer Configuration. 1-24

Before Using the Remote Scan Function 1-25
- Installing the Scanner Driver 1-25
- Required Settings for Remote Scanning 1-27

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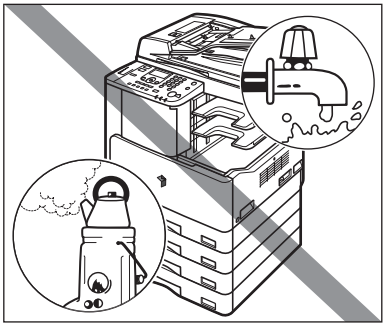
Installation Location and Handling

This section describes precautions for installation location and handling. We recommend that you read this section prior to using this machine.

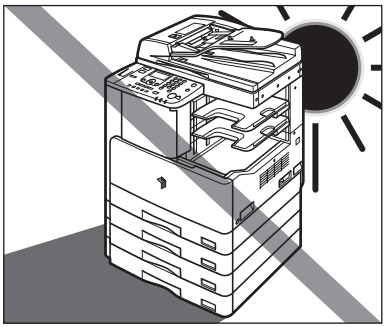
Installation Precautions

Avoid Installing the Machine in the Following Locations



■ **Avoid locations subject to temperature and humidity extremes, whether low or high.**

For example, avoid installing the machine near water faucets, hot water heaters, humidifiers, air conditioners, heaters or stoves.



■ **Avoid installing the machine in direct sunlight.**

If this is unavoidable, use curtains to shade the machine. Be sure that curtains do not block the machine's ventilation slots or louvers, or interfere with the electrical cord or power supply.

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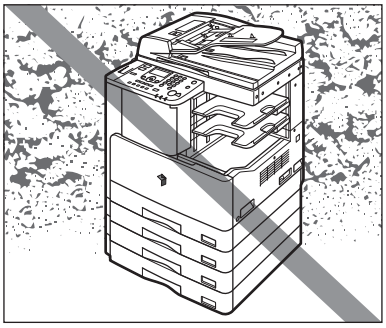
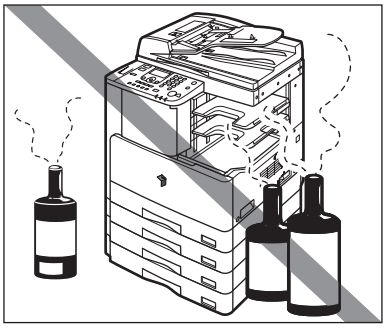
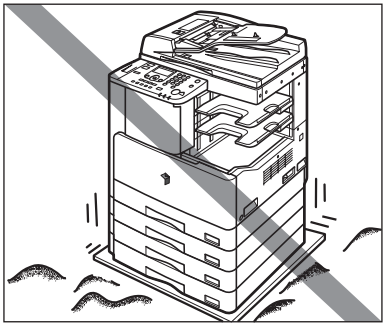


■ **Avoid poorly ventilated locations.**

This machine generates a slight amount of ozone during normal use. Although sensitivity to ozone may vary, this amount is not harmful. Ozone may be more noticeable during extended use or long production runs, especially in poorly ventilated rooms. It is recommended that the room be appropriately ventilated, sufficient to maintain a comfortable working environment, in areas of machine operation.

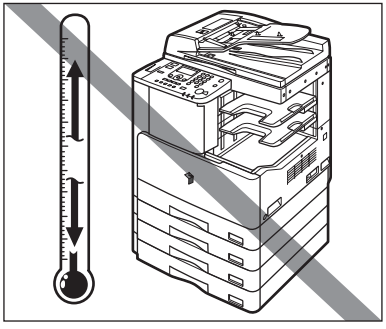


■ **Avoid locations where ammonia gas is emitted.**



■ **Avoid locations that are subject to vibration.**

For example, avoid installing the machine on unstable floors or stands.



■ **Avoid exposing the machine to rapid changes in temperature.**

If the room in which the machine is installed is cold but rapidly heated, water droplets (condensation) may form inside the machine. This may result in a noticeable degradation in the quality of the copied image, the inability to properly scan an original, or the copies having no printed image at all.

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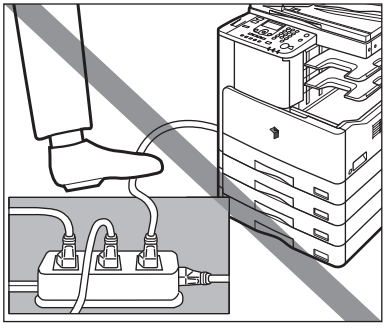
- **Avoid locations where a considerable amount of dust accumulates.**
- **Avoid locations near volatile or flammable materials, such as alcohol or paint thinner.**
- **Avoid installing the machine near computers or other precision electronic equipment.**
  Electrical interference and vibrations generated by the machine during printing can adversely affect the operation of such equipment.
- **Avoid installing the machine near televisions, radios, or similar electronic equipment.**
  The machine may interfere with sound and picture signal reception. Insert the power plug into a dedicated power outlet, and maintain as much space as possible between the machine and other electronic equipment.

Select a Safe Power Supply

- **Plug the machine into a standard 220 - 240 V AC, three-wire grounded outlet.**
- **Make sure that the power supply for the machine is safe, and has a steady voltage.**
- **Do not connect other electrical equipment to the same power outlet to which the machine is connected.**
- **Do not connect the power cord to a multiplug power strip, as this may cause a fire or electrical shock.**



- **The power cord may become damaged if it is often stepped on or if heavy objects are placed on it. Continued use of a damaged power cord can lead to an accident, such as a fire or electrical shock.**

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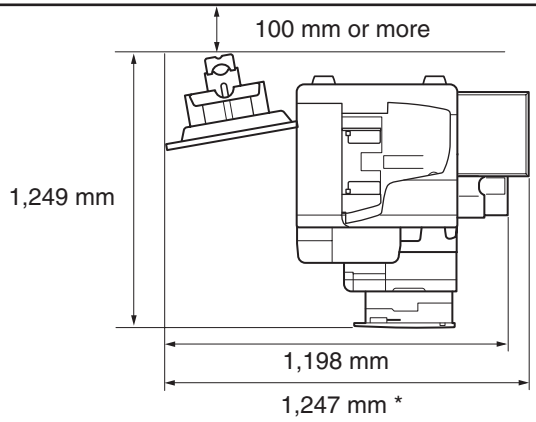
Provide Adequate Installation Space

■ **Provide enough space on each side of the machine for unrestricted operation.**

The optional Finisher-U2 and Document Tray-J1 are attached.



* The width is 1,018 mm when no options are attached, or 1,247 mm when the optional Document Tray-J1 is attached.

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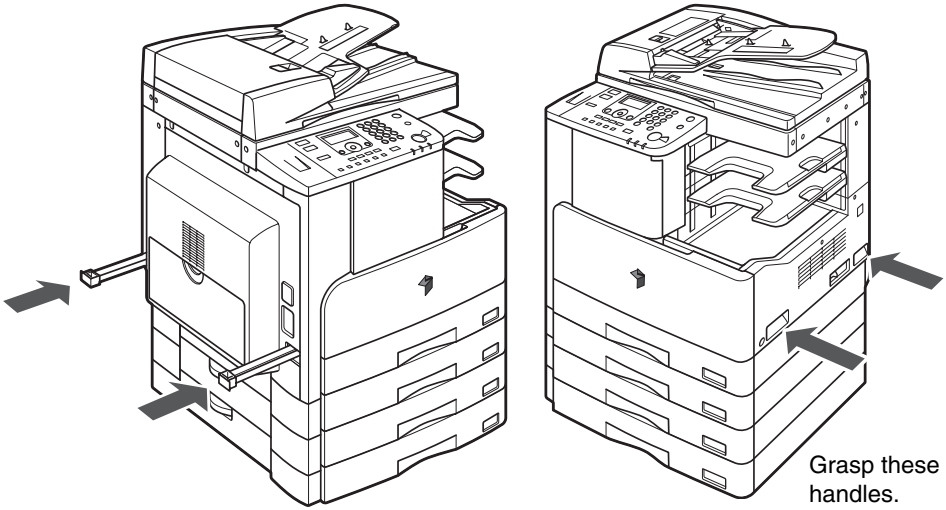
Moving the Machine

- **If you intend to move the machine, even to a location on the same floor of your building, contact your local authorized Canon dealer beforehand.**

- **The machine is heavy, and requires two or more people to lift it. Therefore, do not attempt to move it by yourself. Doing so, may result in personal injury.**

- **When carrying the machine, be sure to hold the handles, as indicated below. Failure to do so, may cause the machine to be dropped, and result in personal injury.**



Pull out and grasp these handles.

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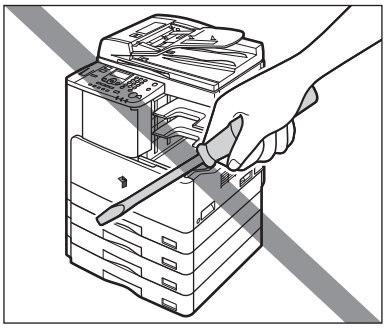
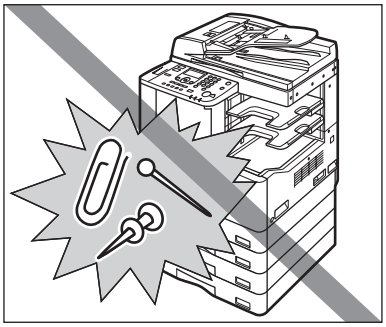
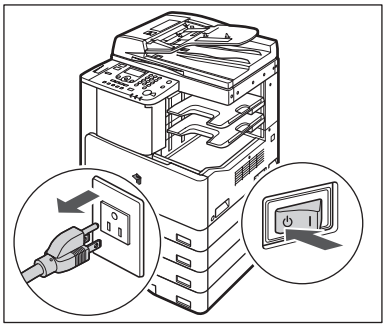
Handling Precautions



■ **Do not attempt to disassemble or modify the machine.**



■ **Be careful not to spill liquids or drop any foreign objects, such as paper clips or staples inside the machine. If a foreign object comes into contact with electrical parts inside the machine, it may cause a short circuit and result in a fire or electrical shock.**



■ **If there is smoke or unusual noise, immediately turn the main power switch OFF, disconnect the power cord from the power outlet, and then call your local authorized Canon dealer. Using the machine in this state may cause a fire or electrical shock. Also, avoid placing objects around the power plug so that the machine can be disconnected whenever necessary.**

■ **Do not turn the main power switch OFF or open the front covers while the machine is in operation. This may result in paper jams.**

■ **Some parts inside the machine are subject to high-voltages and temperatures. Take adequate precautions when inspecting the inside of the machine. Do not carry out any inspections not described in this manual.**

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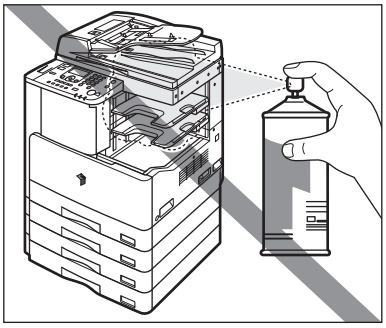
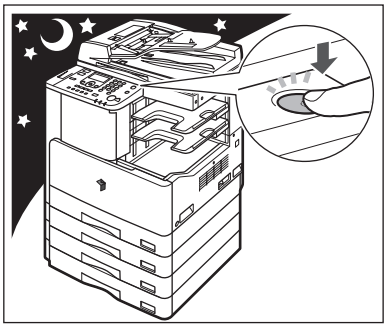


■ **Do not use flammable sprays, such as spray glue near the machine. There is a danger of ignition.**



■ **For safety reasons, turn OFF the control panel power switch of the machine when it will not be used for a long period of time, such as overnight. As an added safety measure, turn OFF the main power switch, and disconnect the power cord when the machine will not be used for an extended period of time, such as during consecutive holidays.**

■ **This machine generates a slight amount of ozone during normal use. Although sensitivity to ozone may vary, this amount is not harmful. Ozone may be more noticeable during extended use or long production runs, especially in poorly ventilated rooms. It is recommended that the room be appropriately ventilated, sufficient to maintain a comfortable working environment, in areas of machine operation.**

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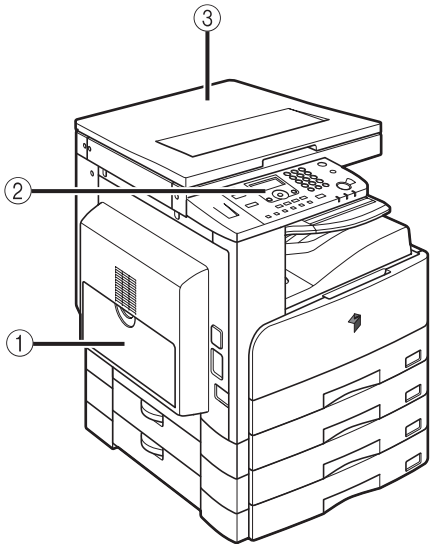
Parts and Their Functions

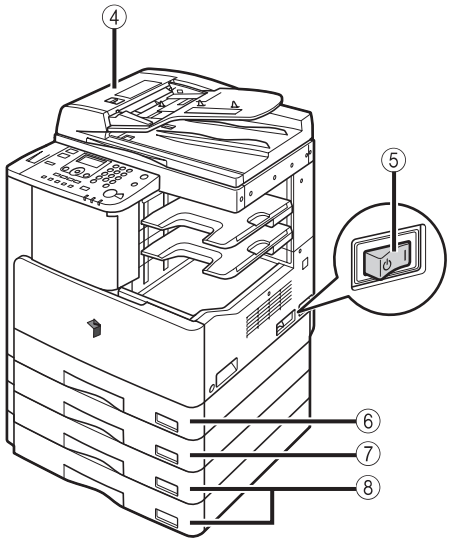
This section provides you with the names and functions of all of the parts on the outside and inside of the main unit and control panel. Illustrations of the machine with some optional equipment attached to it are also provided. For more information on the optional equipment, parts and their functions, see Chapter 5, “Optional Equipment,” in the *Reference Guide*.

External View

The imageRUNNER 2320 with the optional Inner 2 Way Tray-E2, Cassette Feeding Module-J1, and Cassette Feeding Module-K1 attached.



The imageRUNNER 2318 with the optional feeder (DADF-P2), Finisher-U2, Additional Finisher Tray-C1, Cassette Feeding Module-J1, and Cassette Feeding Module-K1 attached.



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① **Stack Bypass**

Use the stack bypass to feed paper manually, and for loading nonstandard paper stock, such as envelopes. (See Chapter 2, “Basic Operations,” in the *Reference Guide*.)

② **Control Panel**

Includes the keys, LCD display, and indicators required for operating the machine. (See “Control Panel,” on p. 1-12.)

③ **Platen Cover Type J**

The platen cover secures the originals placed on the platen glass.

④ **Feeder (DADF-P2) (Optional)**

Originals placed in the feeder are automatically fed sheet by sheet to the scanning area. The feeder also automatically turns over two-sided originals to make one- or two-sided copies.

⑤ **Main Power Switch**

Press to the “I” side to turn ON the machine. (See “Main Power and Control Panel Power,” on p. 1-15.)

⑥ **Paper Drawer 1**

Holds up to 250 sheets of paper (80 g/m^2).

⑦ **Cassette Feeding Module-J1 (Optional)**

Holds up to 250 sheets of paper (80 g/m^2).

⑧ **Cassette Feeding Module-K1 (Optional)**

The Cassette Feeding Module-K1 provides two additional sources of paper for printing jobs. Each paper drawer holds up to 250 sheets of paper (80 g/m^2).

NOTE

For more information on the optional equipment that can be attached to the machine, see Chapter 5, “Optional Equipment,” in the *Reference Guide*.

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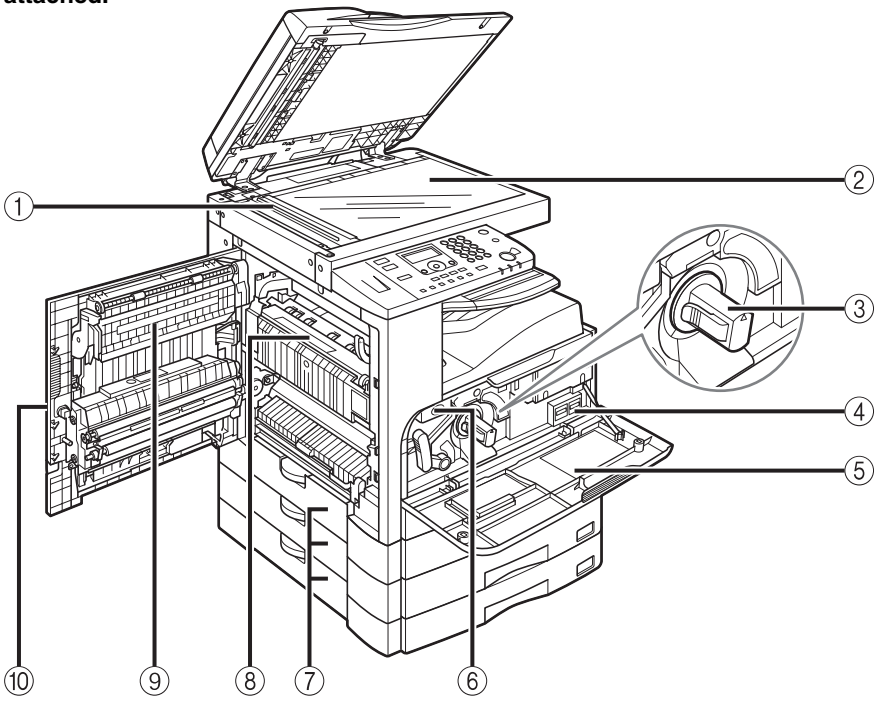
Internal View

The imageRUNNER 2318 with the optional feeder (DADF-P2), Inner 2 Way Tray-E2, Duplex Unit-A1, Cassette Feeding Module-J1, and Cassette Feeding Module-K1 attached.



① **Scanning Area**

Originals placed in the feeder are scanned here.

② **Platen Glass**

Place originals here when scanning books, heavyweight originals, thin originals, transparencies, etc.

③ **Toner Cartridge**

When toner runs out, pull out the toner cartridge, and replace it with a new one. (See Chapter 6, “Routine Maintenance,” in the *Reference Guide*.)

④ **Counters**

You can check the machine’s copy and print page counts.

⑤ **Front Cover**

Open this cover to replace the toner cartridge or drum unit.

⑥ **Drum Unit**

When the drum unit is full of waste toner, replace it with a new one.

⑦ **Paper Drawer’s Left Cover**

Open these covers when clearing a paper jam in Paper Drawers 2, 3 and 4.

⑧ **Fixing Unit**

If a paper jam occurs in the fixing unit, remove the jammed paper carefully. (See Chapter 7, “Troubleshooting,” in the *Reference Guide*.)

⑨ **Duplex Unit-A1 (Optional)**

The duplex unit enables you to use the 2-sided mode for copying or printing. (See Chapter 2, “Advanced Operations,” in the *Copying Guide* and Chapter 1, “Using the Machine as a Printer,” in the *UFR II Printer Guide*.)

⑩ **Left Cover**

Open this cover to clear a paper jam inside the main unit.

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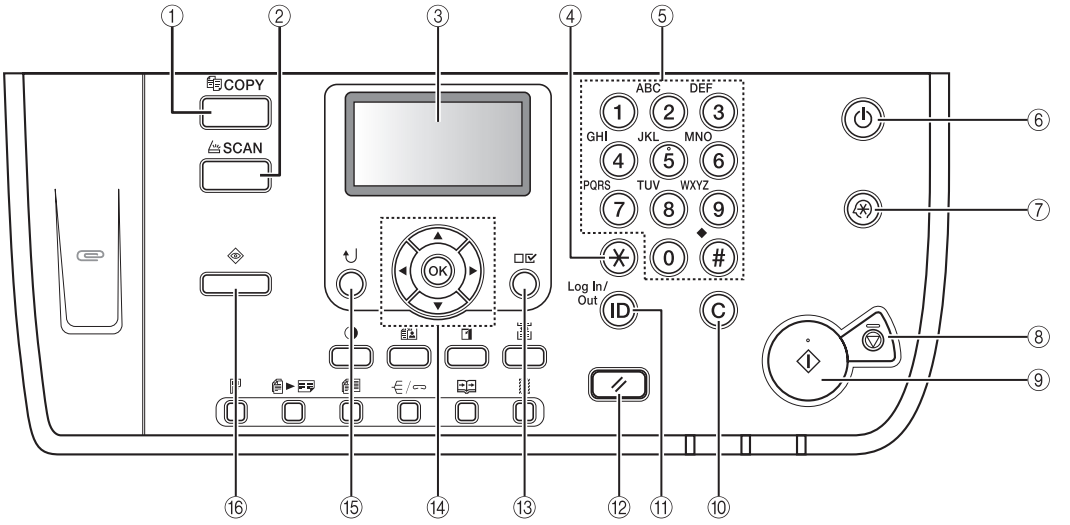
Control Panel



① COPY **key**

Press to switch the machine to the Copy mode.

② SCAN **key**

Press to enable the Network Scan function. (See the *Network ScanGear Guide*.)

③ **LCD display**

Displays messages, prompts, text, settings, numbers, and graphics when operating the machine.

④ **(Tone) key**

Press to change the entry mode when you want to enter characters and/or numbers on the LCD display.

⑤ **Numeric keys**

Use to enter alphanumeric characters.

⑥ **Control Panel Power Switch (Sub Power Supply)**

Press to turn the control panel ON or OFF. When the control panel is turned OFF, the machine is in the Sleep mode.

⑦ **(Additional Functions) key**

Press to access the Additional Functions menu.

⑧ **(Stop) key**

Press to stop copying or scanning.

⑨ **(Start) key**

Press to start an operation.

⑩ **(Clear) key**

Press to clear entered values or characters.

⑪ **(ID) key**

Press to log in to/out of the machine when the machine is managed with Department IDs/ User IDs.

⑫ **(Reset) key**

Press to cancel all settings and return to the Standby display.

⑬ **(View Settings) key**

Press to confirm your settings.

⑭ **▼, ▲, ◀ and ▶ keys**

Use [▼], [▲], [◀], or [▶] to move the cursor position or decrease or increase values.

⑮ **(Back) key**

Press to go back to the previous items in the menu.

⑯ **(System Monitor) key**

Press to check the status of the machine, including copy and print jobs.

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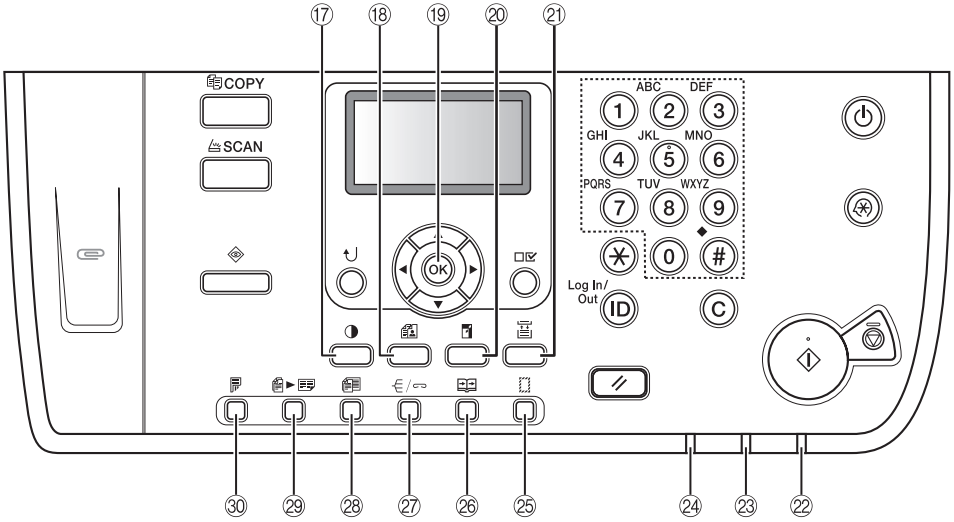
■ Control Panel Continued



⑰ **(Density) key**

Press to darken or lighten the density of the documents you want to copy.

⑱ **(Image Quality) key**

Press to select the image quality best suited to the quality of your originals.

⑲ **OK key**

Press to confirm and accept your settings.

⑳ **(Copy Ratio) key**

Press to enlarge or reduce copies. For more information, see Chapter 1, “Basic Operations,” in the *Copying Guide*.

㉑ **(Paper Select) key**

Press to select the desired paper source.

㉒ **Main Power Indicator**

Lights when the main power is turned ON.

㉓ **Error Indicator**

Flashes or lights red if an error occurs in the machine.

㉔ **Processing/Data Indicator**

Flashes or lights green when the machine is performing operations.

㉕ **(Frame Erase) key**

Press to set the Frame Erase mode. For more information, see Chapter 2, “Advanced Operations,” in the *Copying Guide*.

㉖ **(2-Page Separation) key**

Press to set the 2-Page Separation mode. For more information, see Chapter 2, “Advanced Operations,” in the *Copying Guide*.

㉗ **(Finishing) key**

Press to set the Finishing mode. For more information, see Chapter 2, “Advanced Operations,” in the *Copying Guide*.

㉘ **(Different Size Originals) key**

Press to set the Different Size Originals mode. For more information, see Chapter 2, “Advanced Operations,” in the *Copying Guide*.

㉙ **(Image Combination) key**

Press to set the Image Combination mode. For more information, see Chapter 2, “Advanced Operations,” in the *Copying Guide*.

㉚ **(2-Sided) key**

Press to set the 2-Sided mode. For more information, see Chapter 2, “Advanced Operations,” in the *Copying Guide*.

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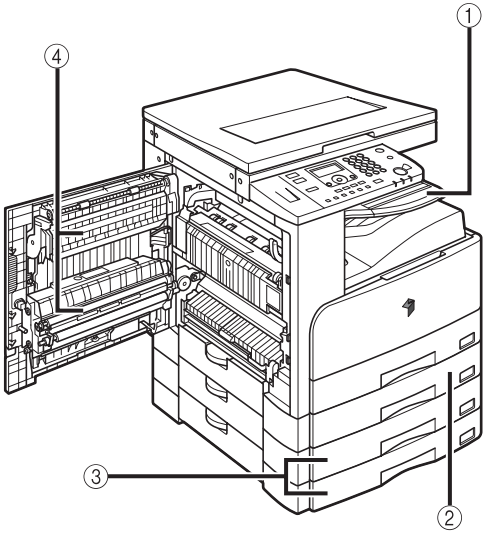
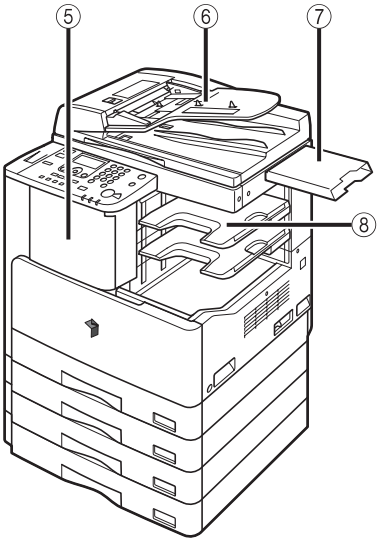
Optional Equipment





① **Inner 2 Way Tray-E2**
② **Cassette Feeding Module-J1**
③ **Cassette Feeding Module-K1**
④ **Duplex Unit-A1**

⑤ **Finisher-U2**
⑥ **Feeder (DADF-P2)**
⑦ **Document Tray-J1**
⑧ **Additional Finisher Tray-C1**

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Main Power and Control Panel Power

The machine is provided with two power switches, a main power switch and a control panel power switch.

How to Turn ON the Main Power

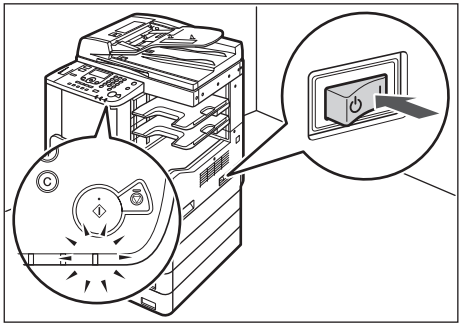
This section explains how to turn ON the main power.

1 Make sure that the power plug is firmly inserted into the power outlet.

WARNING

Do not connect or disconnect the power cord with wet hands, as this may result in electrical shock.

2



Press the main power switch (located on the right side of the machine) to "I" side.

The main power indicator on the control panel lights up when the main power is turned ON.

IMPORTANT

- If the main power indicator does not light up, make sure that the power plug is properly inserted into the power outlet.
- If you want to turn the main power OFF, turn the control panel power switch OFF, and then press the main power switch to the "⏻" side.
- If the Cassette Heater Unit-30 is attached, the machine will enter the Sleep mode when you press the control panel power switch to OFF while the machine is ON. For more information about the Sleep mode, see Chapter 3, "Useful Functions and Settings," in the *Reference Guide*. For more information on the Cassette Heater Unit-30, contact your local authorized Canon dealer.

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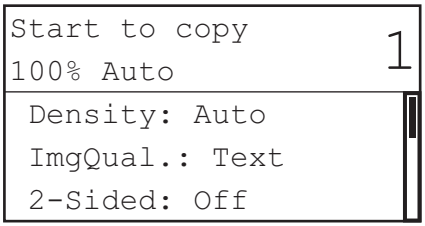
3

The screen on the left is displayed until the machine is ready to scan.



The screen on the left is displayed when the machine is ready to scan.

IMPORTANT
If you turn OFF the main power, wait at least 10 seconds before turning the main power back ON.

NOTE

- If the message <Dept. ID/Pass Input> appears, enter your Department ID (and password). (See Chapter 2, “Entering the Department ID and Password,” in the *Reference Guide*.)
- If the message <Enter User ID/Pass> appears, enter your User ID (and password). (See Chapter 2, “Entering a User ID and Password,” in the *Reference Guide*.)
- The default copy settings are:
  - Copy Ratio: Direct (100%)
  - Paper Selection: Auto Paper Selection
  - Copy Density: Auto Density Control
  - Copy Quantity: 1
  - Image Quality: Text
- The default settings for the Copy function of the machine are already set at the factory, but you can change them to suit your needs. (See Chapter 3, “Customizing Settings,” in the *Copying Guide*.)
- You can select which functions to display on the Standby display when turning the main power ON, according to the Additional Functions menu. (See Chapter 3, “Useful Functions and Settings,” in the *Reference Guide*.)

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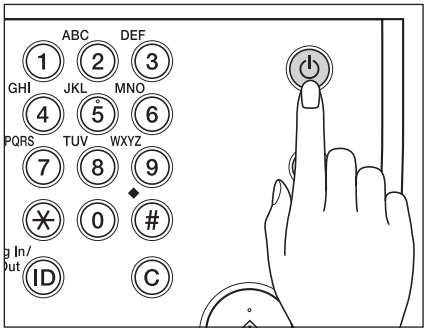
Control Panel Power Switch



To turn the control panel ON or OFF, press the control panel power switch. When the control panel is turned OFF, the machine is in the Sleep mode.

Control Panel Power Switch	Machine Status
ON	Standby mode (Ready for immediate copying or printing)
OFF	Sleep mode

NOTE

- The machine will not enter the Sleep mode if it is scanning or printing. (See Chapter 3, “Useful Functions and Settings,” in the *Reference Guide*.)
- The machine can receive and print documents from a computer when it is in the Sleep mode.

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Setting Up the Connection

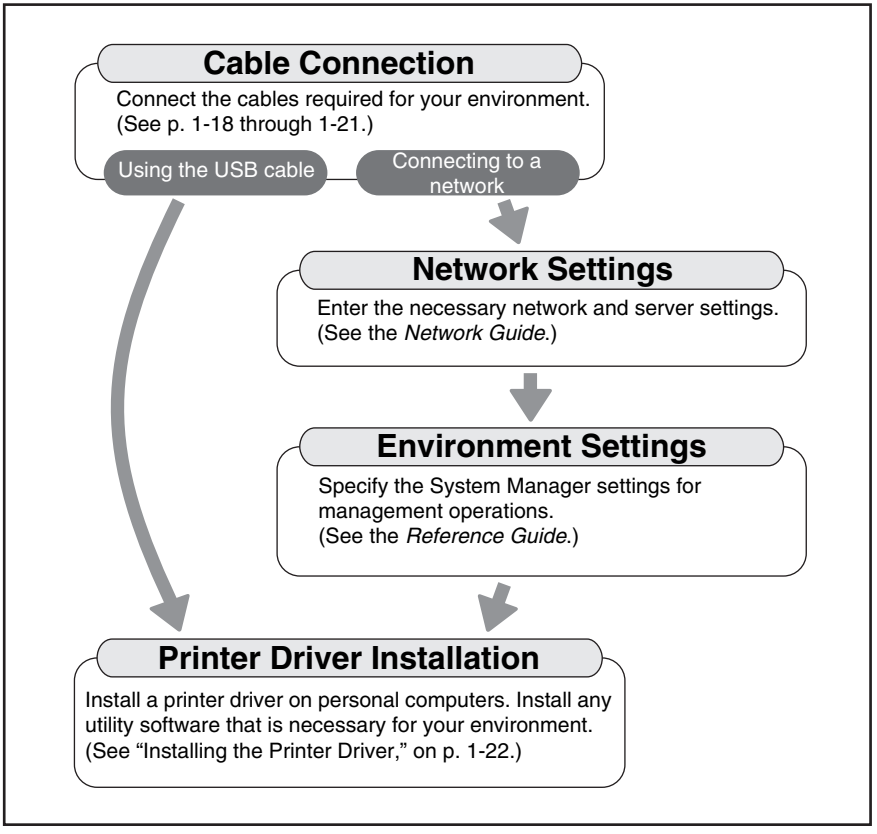
This section describes how to connect the machine to a computer or network, and the types of connection and cables available for use.

The machine can be connected to a computer with a USB cable, or to a network with a 10BASE-T/100BASE-TX LAN cable.

IMPORTANT

- External USB devices (i.e. memory, keyboard, mouse, etc.) are not supported.
- A USB cable or a network cable is not included in this package. Please obtain a suitable cable for your computer or network.

Settings Flowchart


Cable Connection
Connect the cables required for your environment.
(See p. 1-18 through 1-21.)
Using the USB cable
Connecting to a network
Network Settings
Enter the necessary network and server settings.
(See the Network Guide.)
Environment Settings
Specify the System Manager settings for management operations.
(See the Reference Guide.)
Printer Driver Installation
Install a printer driver on personal computers. Install any utility software that is necessary for your environment.
(See “Installing the Printer Driver,” on p. 1-22.)

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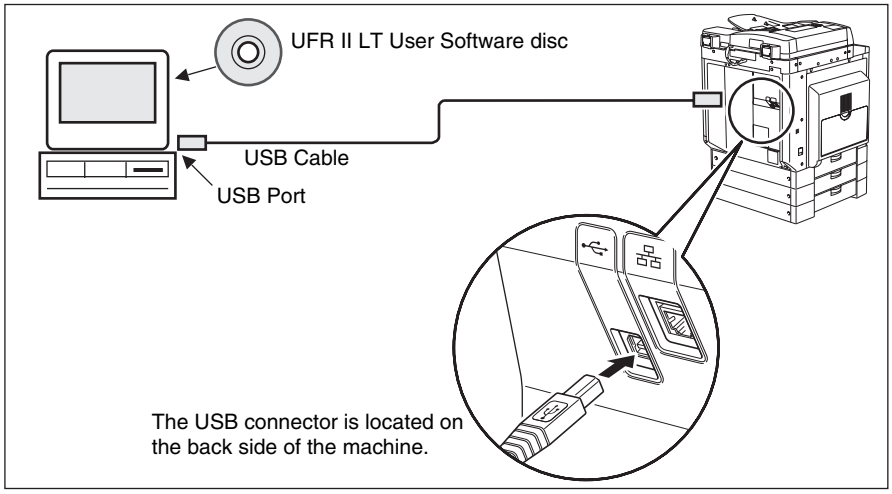
Connecting to a USB Interface

You can connect the machine to a computer with a USB port via a USB cable. The machine is USB 2.0 high-speed* compatible. The drivers, USB class driver, and utility that matches the operating system on your computer must be installed. For more information on installing the driver through USB connection, see the *Printer Driver Installation Guide*. For more information on installing the utility software included on the disc, see "UFR II LT User Software disc," on p. 1-23.

* This depends on the specifications of the operating system of your computer.



CAUTION

- **Before you connect the USB cable to the machine while the main power switch is ON, make sure the ground line is connected. If the ground line is not connected, connecting the USB cable to the machine while the main power switch is ON may result in electric shock.**
- **If you connect or disconnect the USB cable while the main power switch is ON, do not touch the metal parts around the connector, otherwise this may result in electric shock.**

IMPORTANT

- Do not connect or disconnect the USB cable in the following situations (otherwise poor operation of your computer or machine may result):
  - When installing the driver
  - When the computer is booting up
  - When printing
- If you disconnect the USB cable with the computer or machine's main power switch ON, always wait at least 10 seconds before reconnecting the cable. Immediately reconnecting the cable may result in poor operation of your computer or machine.

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- If the machine is connected to a computer via the USB cable, you will not be able to use certain utilities.
- If you connect the machine to a computer via a USB cable, make sure that <Use USB Device> (in the System Settings screen) is set to 'On'. (See Chapter 4, "System Manager Settings," in the *Reference Guide*.)

NOTE

- If the machine is connected to a computer with a USB cable, you can print a document from your computer using the printer driver.
- With a USB connection, you cannot use the Remote UI and the Network Scan function.
- The appropriate USB interface for Windows 2000/XP/Vista/Server 2003/Server 2008 is USB 2.0 Hi-Speed/USB Full-Speed (USB 1.1 equivalent). For more information, consult your local authorized Canon dealer.

Connecting to a Network

The machine supports TCP/IP, which enables it to be used by a Windows computer. It supports both 10BASE-T and 100BASE-TX connections that can be used in most LANs.

Using Ethernet

Connect the machine's RJ-45 connector to a hub port using the following types of cable depending on your network environment:

- When connecting to a computer with 100Base-TX connector: a Category 5 (or later) twisted pair LAN cable
- When connecting to a computer with 10Base-T connector: a Category 3 (or later) twisted pair LAN cable

CAUTION

When connecting the interface cable or network cable, be sure to observe the following precautions in order to avoid electric shock.

- Turn OFF the main power switch before disconnecting the power cord from the power outlet. (See Chapter 1, "Before You Start Using This Machine," in the *Reference Guide*.)

- Turn OFF the computer and disconnect the power cord from the power outlet.

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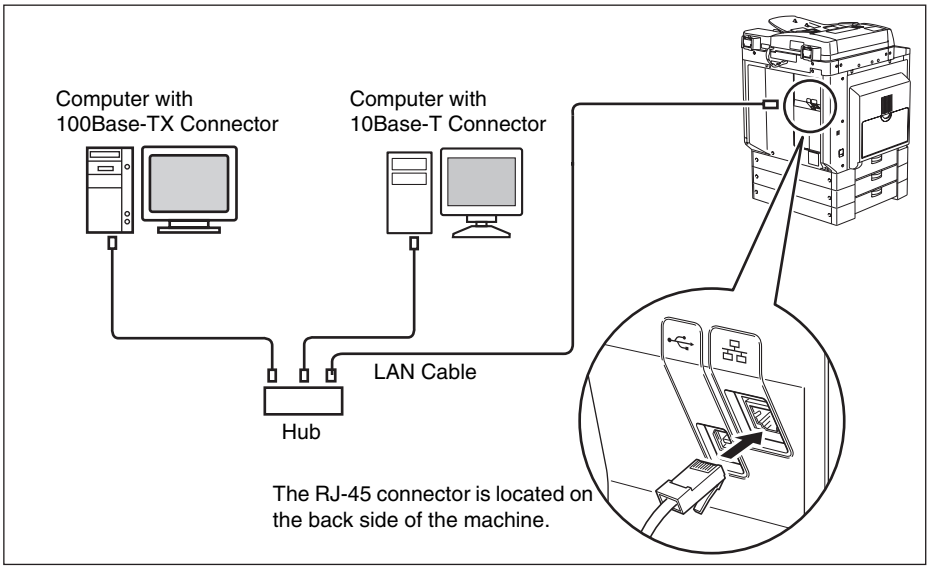

IMPORTANT

You cannot use the machine as a repeater, bridge, or gateway.

NOTE

- The machine can automatically detect the Ethernet speed (10Base-T or 100Base-TX).
- If you are using a mixed 10Base-T/100Base-TX environment, devices on the network (hubs, routers, etc.) must support the mixed environment. For more information, consult your local authorized Canon dealer.
- After connecting the network cable, perform the following operations. (For more information, see the relevant descriptions.)
  - Set the System Management Settings. (See Chapter 4, “System Manager Settings,” in the *Reference Guide*.)
  - Set the network settings. (See the *Network Guide*.)
  - Install the printer driver if necessary. (See “Before Using the machine as a printer,” on p. 1-22.)

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Before Using the machine as a printer

Installing the Printer Driver

The printer driver is software that is required to print from applications, such as Microsoft Word/Excel/PowerPoint, etc., on your computer. The printer driver also enables you to configure settings relating to printing.

System Requirements

The following system environments are necessary in order to use the printer driver.

NOTE
Supported operating systems may differ according to the printer driver version used.

■ Software

- Operating Systems:
  - Microsoft Windows 2000
  - Microsoft Windows XP
  - Microsoft Windows Vista
  - Windows 7
  - Microsoft Windows Server 2003
  - Microsoft Windows Server 2008

■ Hardware

- Computer:
  - Any computer that runs the above systems
- Memory:
  - The amount of memory required to run the above systems correctly

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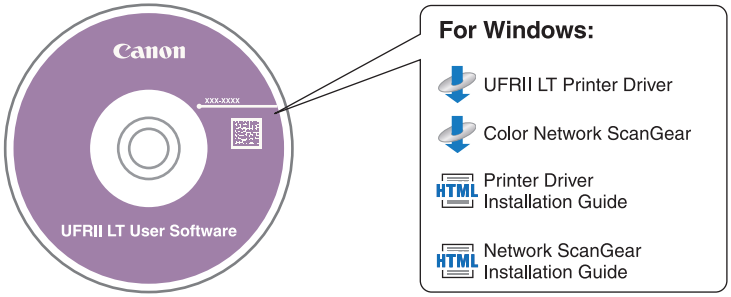
UFR II LT User Software disc

The printer driver is installed from the UFR II LT User Software disc.

■ Disc Contents:



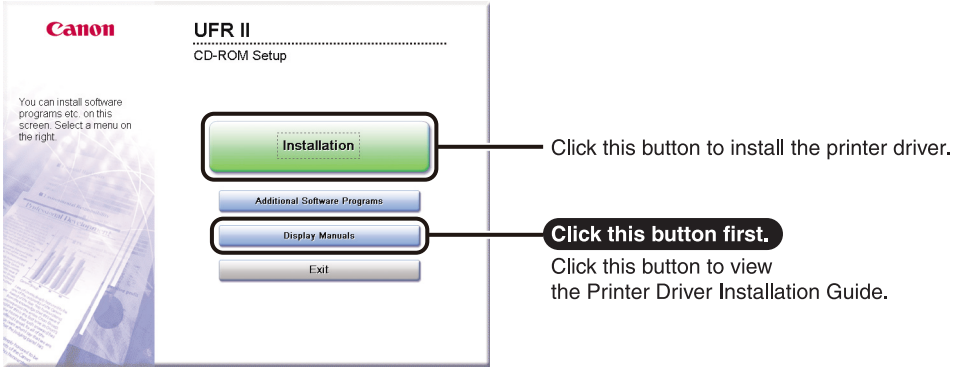
■ UFR II LT Printer Driver

Using the UFR II LT printer driver, the various data processing tasks conventionally executed within the printer are appropriately divided between the host PC and the printer to greatly reduce the overall printing time. The workload can be delegated to match the output data, thus realizing a significant increase in speed through optimization.

Installation

For details about the installation procedure, see the *Printer Driver Installation Guide*.

■ Disc Menu:


Canon
UFR II
CD-ROM Setup
You can install software programs etc. on this screen. Select a menu on the right.
Installation
Additional Software Programs
Display Manuals
Exit
Click this button to install the printer driver.
Click this button first.
Click this button to view the Printer Driver Installation Guide.

NOTE

View the *Printer Driver Installation Guide* before you start the installation. You cannot view the *Printer Driver Installation Guide* while the installation is in progress.

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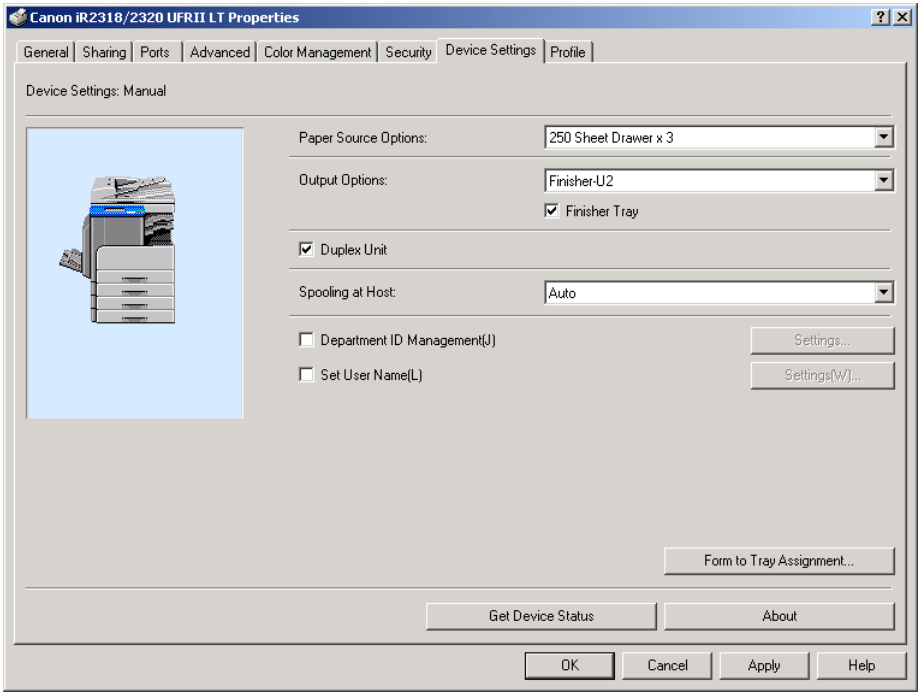
Setting Up the Printer Configuration

To correctly use the functions of this product, you must set the printer options using the printer driver.

Printer options are set from the [Device Settings] sheet of the printer driver.

The [Device Settings] sheet is displayed by right-clicking the icon of the printer you are using in the [Printers] or [Printers and Faxes] folder, and selecting [Properties], and then the [Device Settings] tab.

See the *Printer Driver Installation Guide* or the online help for details about the setup procedure.



On the [Device Settings] sheet, click [Get Device Status] to obtain information about options installed and set in the device.

If you cannot obtain the device status, set up the configuration you want to use manually by clicking the appropriate check boxes or selecting the appropriate items from lists.

If you share the printer with other network users, and have installed “Canon Driver Information Assist Service” in the print server, you can use the [Get Device Status] function. For details about the “Canon Driver Information Assist Service” installation procedure, see the *Printer Driver Installation Guide*.

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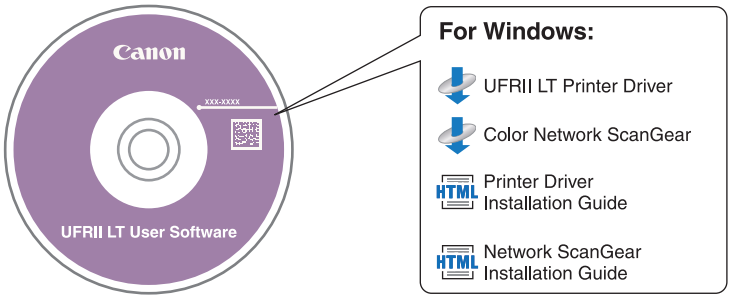
Before Using the Remote Scan Function

In order to use this product as a network scanner, you must install the scanner driver.

Installing the Scanner Driver

The scanner driver is a driver for using digital multi-purpose printers on a network as scanners. Settings relating to scanning are made using the scanner driver.

The scanner driver is installed from the same UFR II LT User Software disc as the printer driver. The contents of the disc are as follows.



■ Color Network ScanGear

The Color Network ScanGear driver is called from TWAIN-compliant applications. Originals are scanned using the driver.

Examples of applications that support TWAIN are as follows:

- Adobe Photoshop
- Adobe Acrobat
- Microsoft Word/Excel/PowerPoint etc. in Office 2000 or later

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System Requirements

The following system environments are necessary in order to use the scanner driver.

■ Software:

- Operating Systems:
  - Microsoft Windows 2000
  - Microsoft Windows XP (32bit)
  - Microsoft Windows Vista (32bit)
  - Windows 7 (32bit)
  - Microsoft Windows Server 2003 (32bit)
  - Microsoft Windows Server 2008 (32bit)
- Application Software:
  - TWAIN-compliant applications (Adobe Photoshop, Adobe Acrobat, Microsoft Word/ Excel/PowerPoint etc. in Office 2000 or later)

■ Hardware:

- Computer
  - Any computer that can run the supported operating systems
- Hard disk space
  - When installing: 100MB or more (recommended)
  - When scanning: two or more times the amount of image data being scanned
- Main memory
  - The amount of memory required to run the above systems correctly
- A display with a resolution of at least 640 x 480 (800 x 600 or more recommended) and capable of displaying at least 256 colors.
- A network host adapter capable of TCP/IP and UDP/IP communication over Ethernet or Token Ring.

NOTE

When scanning a large number of images or images containing large amounts of image data, an insufficient memory error or notable loss of scanning speed may occur. If this happens, the following procedures should prove useful:

- Increase the amount of hard disk space by deleting or otherwise appropriately processing unnecessary files on the hard disk etc. to ensure sufficient hard disk space.
- Rescan with reduced resolution.
- Increase the amount of RAM.
- Increase the amount of virtual memory to the highest possible.

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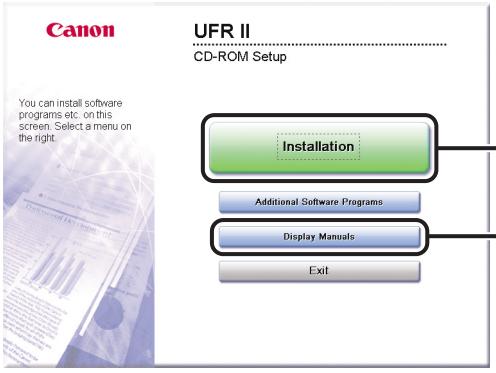
Installation

From the menu screen of the disc, you can begin installing the scanner driver, or display the *Network ScanGear Installation Guide*. For details about the installation procedure, see the *Network ScanGear Installation Guide*.



NOTE

View the *Network ScanGear Installation Guide* before you start the installation. You cannot view the *Network ScanGear Installation Guide* while the installation is in progress.

Required Settings for Remote Scanning

Once you have installed the scanner driver, you need to select Color Network ScanGear as a scanner to be used in order to perform remote scanning.

■ Selecting the Network Scanner You Want to Use

In order to scan using Color Network ScanGear, select the device on the network that you want to use as a scanner using the ScanGear Tool. Because a scanner is not selected immediately after installation, this operation must be performed before use.

NOTE

- For details about the procedure, see the *Network ScanGear Guide*.
- The ScanGear Tool is software that is installed together with Color Network ScanGear.

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Basic Operations

2
CHAPTER

This chapter describes the main features and basic operations of the machine.

What This Machine Can Do 2-2

Placing Originals 2-6

- Orientation 2-6
- Platen Glass 2-8
- Feeder (DADF-P2) (Optional) 2-10

Basic Copying 2-12

Basic Printing 2-17

Basic Remote Scanning 2-18

Canceling a Job 2-21

- Using the Stop Key 2-21
- Using the System Monitor Screen 2-22

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What This Machine Can Do

All the elements you will ever need in a digital multitasking machine.

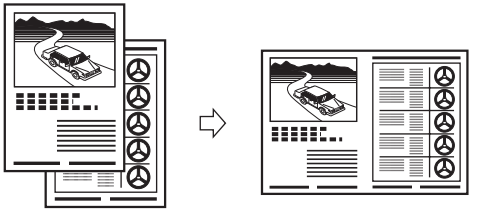
The imageRUNNER 2320/2318 incorporates a rich array of input and output features that can greatly enhance your efficiency.

Equipped with features that meet the needs of document work in a digitized office, the imageRUNNER 2320/2318 represents the ultimate in digital multitasking machines.

Copying

In addition to normal copying functions, convenient new functions, such as Image Combination, which enables you to automatically reduce two- or four-page originals to fit on the selected paper size, and Different Size Originals for copying originals of different sizes together in one copy operation, are provided to increase your productivity.

For more information, see the *Copying Guide*.



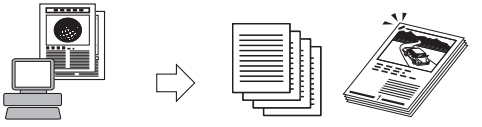
2 on 1 Combination

Printing

This machine uses UFR II LT (Ultra Fast Rendering II LT) Technology, which utilizes a newly invented printing algorithm to minimize file processing and achieve maximum performance.

For instructions on setting up the machine as a printer, see “Before Using the machine as a printer,” on p. 1-22.

For instructions on using the printer driver, see the *Windows Printer Driver Guide*.



Sending data from a computer

Printing

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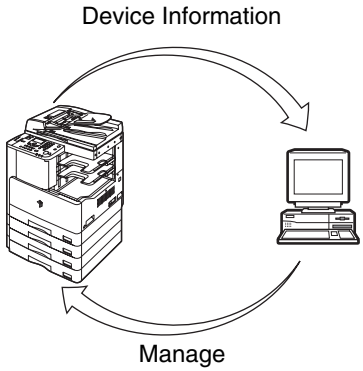
Network Interface

With the optional Network Kit, the imageRUNNER 2320/2318 can be connected to a network using Ethernet. Connecting to a network enables you to use the Remote UI.

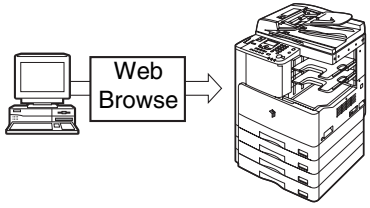
For instructions on setting up the network connection, see the *Network Guide*.



Using the Remote User Interface

If the network connection is available, you can control functions, such as confirming the status of the machine and job operations, all from your computer's Web browser.

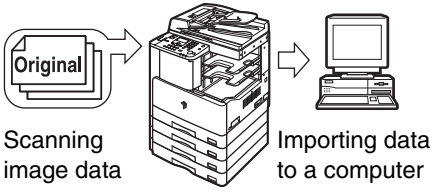
Once the Ethernet interface port is configured properly, the imageRUNNER 2320/2318 can be controlled and set up through the Remote UI and network. For instructions on configuring the Ethernet port, see the *Network Guide*.



Network Scanning

If the network connection is available, the Network Scan function enables you to use the imageRUNNER 2320/2318 as a conventional scanner. You can scan a document using the machine, and read the data in an application on your computer. To use this function, the machine must be connected to a network, and the Color Network ScanGear software* must be installed on your computer.

* The Color Network ScanGear software is supplied on the accompanying disc. For more information on the Network Scan function, see the *Network ScanGear Guide*.



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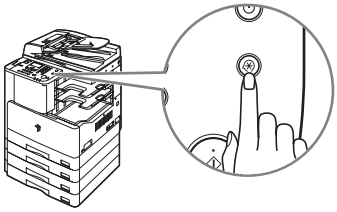
Versatile Configurations

The Additional Functions menu enables you to make common settings related to many functions of the machine, as well as customize specific functions to suit your needs. (See the *Reference Guide*.) You can access the menu by pressing (Additional Functions).

For details on Copy, Printer, and Network Settings, see the following manuals:

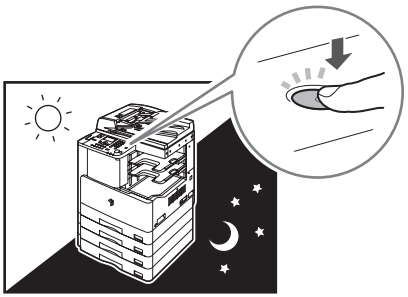
- Copy Settings: The *Copying Guide*
- Printer Settings: The *UFR II Printer Guide*
- Network Settings: The *Network Guide*



Energy Conservation

You can conserve power efficiently by setting the Sleep mode.

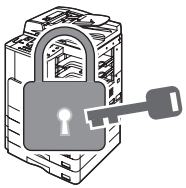
You can set the machine to enter the Sleep mode manually, by pressing the control panel power switch, or specify to have the machine enter the Sleep mode at a preset time. To reactivate the machine, press the control panel power switch again. For more information on the Sleep mode, see the *Reference Guide*.



Security

You can protect the machine from unauthorized access by setting Department ID Management. If Department ID Management is enabled, only the users who enter the correct Department ID and password can gain access to the machine. (See the *Reference Guide*.)

If the network connection is available, you can enhance the machine's security by setting User ID Management. User ID Management enables you to block unauthorized access to the machine by registering User IDs and passwords from the Remote UI. (See the *Remote UI Guide*.)



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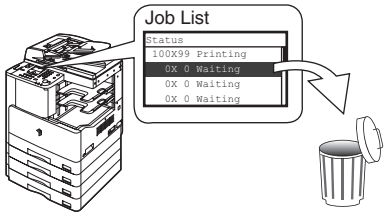
System Monitor

The System Monitor screen enables you to check the status of the machine, and cancel copy and print jobs.

For instructions on checking the status of copy, and print jobs, see the *Reference Guide*.

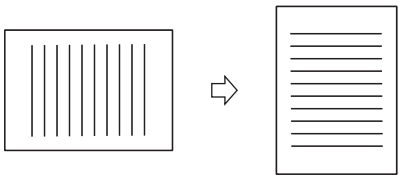
For instructions on canceling a job, see “Canceling a Job,” on p. 2-21.



Other Useful Functions

This machine provides other useful functions as listed below.

- Auto Paper Selection (APS)/Auto Drawer Switching (ADS)
  (See the *Reference Guide*.)
- Auto Clear (See the *Reference Guide*.)
- Auto Orientation (See the *Copying Guide*.)



Auto Orientation

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Placing Originals

Place your originals on the platen glass or into the feeder, depending on the size and type of the original, and the copy modes you want to use.

■ **Platen Glass**

Place your originals on the platen glass when copying bound originals (such as books and magazines), heavy or lightweight originals, and transparencies.

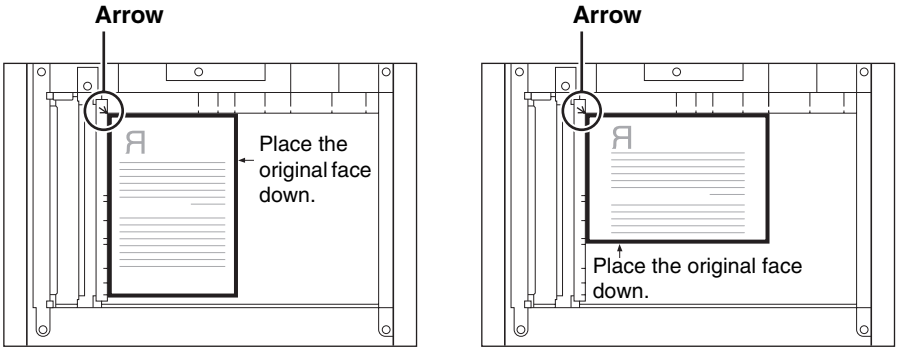
■ **Feeder (DADF-P2) (Optional)**

Place your originals into the feeder when you want to copy several originals at a time, and then press (Start). The machine automatically feeds the originals to the scanning area and scans them. If you are copying in the 2-Sided mode, two-sided originals can also be automatically turned over and scanned as two-sided documents.

Orientation

You can place an original either vertically or horizontally. Always align the top edge of your original with the back edge of the platen glass (by the arrow in the top left corner), or with the back edge of the feeder.

Platen Glass (View from Above)



Vertical Placement **Horizontal Placement**

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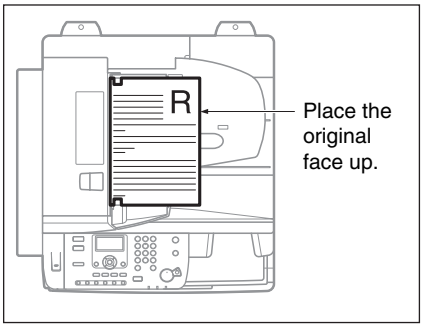
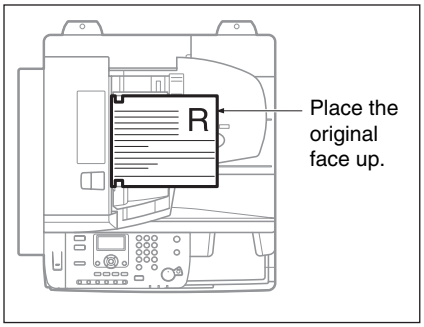
Feeder (View from Above)



Vertical Placement



Horizontal Placement

NOTE

- If the top edge of the original is not aligned with the back edge of the platen glass (by the arrow in the top left corner), your original may not be scanned correctly, depending on the copy mode you have set.
- A4 and A5 originals can be placed either vertically or horizontally. However, the scanning speed for horizontally placed originals is somewhat slower than for vertically placed originals. Place originals horizontally when printing with a preset copy ratio, such as when enlarging an A4 or A5 original onto A3 paper. (See Chapter 1, “Basic Operations,” in the *Copying Guide*.)
- Horizontally placed A4 and A5 originals are referred to as A4R and A5R.
- A3 originals must be placed horizontally.
- To achieve the same output orientation using the optional feeder as when the original is placed on the platen glass, place the original upside down and face up. However, if an appropriate size of paper is not loaded for the Staple mode, the output is rotated automatically.

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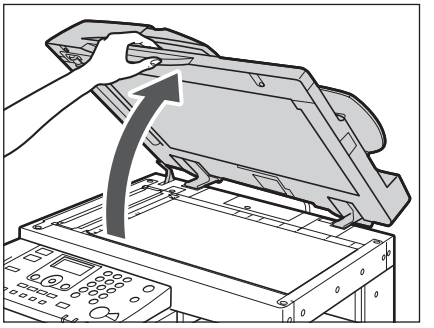
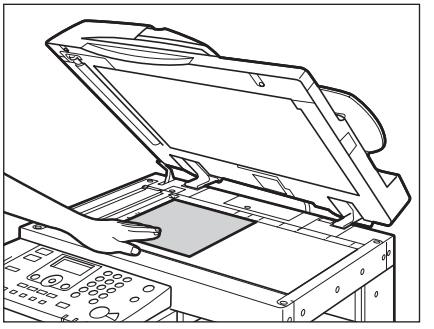
Platen Glass

You should use the platen glass when copying bound originals (such as books and magazines), heavy or lightweight originals, and transparencies. (See Chapter 1, “Basic Operations,” in the *Copying Guide*.) When copying ID cards using the ID Card Copy function, you must use the platen glass. (See Chapter 2, “Advanced Operations,” in the *Copying Guide*.)

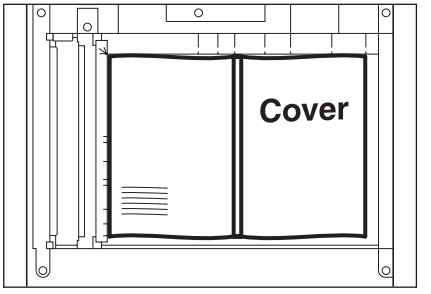
1 

Lift the feeder/platen cover.

2 

Place your original face down.

The original that you want to copy must be placed face down. Align the top edge of your original with the back edge of the platen glass (by the arrow in the top left corner).



Place books and other bound originals on the platen glass in the same way as described above.

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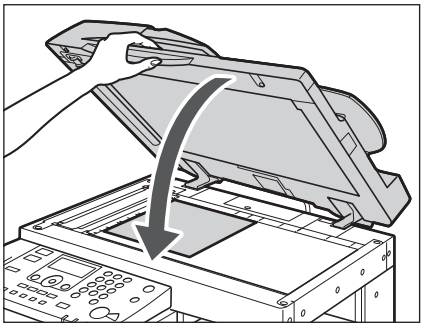
NOTE

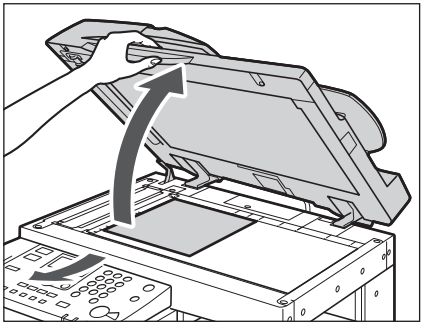
When you are enlarging an A4 or A5 original onto A3 paper, place the original horizontally on the platen glass, and align it with the A4R or A5R marks.

3 Gently close the feeder/platen cover.



CAUTION

- **Close the feeder/platen cover gently to avoid catching your hands, as this may result in personal injury.**
- **Do not press down hard on the feeder/platen cover when using the platen glass to make copies of thick books. Doing so may damage the platen glass and result in personal injury.**



NOTE

When scanning is complete, lift the feeder/platen cover, and remove the original from the platen glass.

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Feeder (DADF-P2) (Optional)

You should use the feeder when you want to copy several originals at a time. With the feeder, the machine automatically feeds the originals to the scanning area and scans them. If you are copying in the 2-Sided mode, two-sided originals can also be automatically turned over and scanned as two-sided documents.

You can place the following originals into the feeder's original supply tray:

- Weight:
  - 52 g/m^2 to 105 g/m^2 (37 g/m^2 to 52 g/m^2 and 106 g/m^2 to 128 g/m^2 when scanning a single page document)
- Size:
  - A4, A4R, A3, A5, and A5R
- Tray capacity:
  - A4, A4R, A5, and A5R: 50 sheets (80 g/m^2)
  - A3: 25 sheets (80 g/m^2)

IMPORTANT

- Do not place the following types of originals into the feeder:
  - Originals with tears or large binding holes
  - Severely curled originals or originals with sharp folds
  - Clipped or stapled originals
  - Carbon backed paper or other originals which may not feed smoothly
  - Transparencies and other highly transparent originals
- If the same original is fed through the feeder repeatedly, the original may fold or become creased, and make feeding impossible. Limit repeated feeding to a maximum of 30 times. (This number may vary, depending on the type and quality of the original.)
- If the feeder rollers are dirty from scanning originals written in pencil, clean the feeder. (See Chapter 6, "Routine Maintenance," in the *Reference Guide*.)
- Always smooth out any folds in your originals before placing them into the feeder.
- Set the originals one by one if they are very thin (37 g/m^2 to 52 g/m^2) or very thick (106 g/m^2 to 128 g/m^2).

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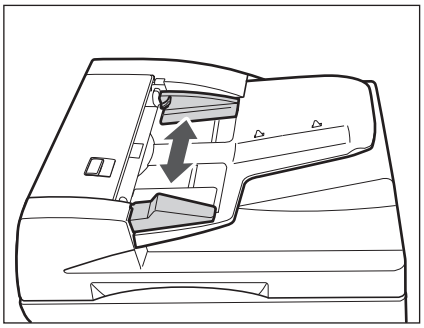
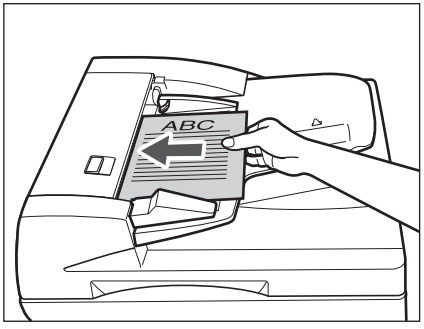
1



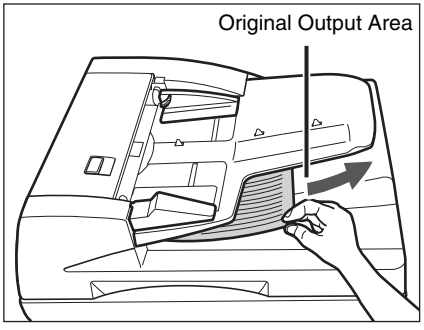
Adjust the slide guides to fit the size of your originals.

2



Neatly place your originals with the side to be copied face up into the original supply tray.

Place your originals as far into the feeder as they will go.



IMPORTANT

- Do not add or remove originals while they are being scanned.
- When scanning is complete, remove the originals from the original output area to avoid paper jams.

NOTE

- When you are enlarging an A4 or A5 original onto A3 paper, place the original horizontally.
- The scanned originals are output to the original output area in the order that they are fed into the feeder.
- You can place different size originals together into the feeder if you set the Different Size Originals mode. (See Chapter 2, “Advanced Operations,” in the *Copying Guide*.)

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Basic Copying

This section describes the flow of basic copy operations.

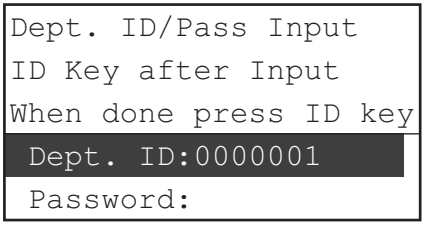
NOTE

- For instructions on turning ON the machine, see “Main Power and Control Panel Power,” on p. 1-15.
- For instructions on routine maintenance, see Chapter 6, “Routine Maintenance,” in the *Reference Guide*.
- The output quality may deteriorate if the platen glass is dirty. Always keep the platen glass clean.
- Do not touch the optional feeder or platen cover while copying. Rocking the feeder or platen cover may distort the image being copied.

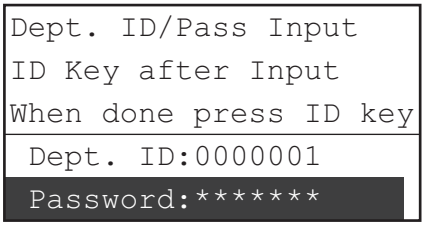
1 Press the appropriate keys in accordance with the messages displayed on the LCD display.

If there are no messages displayed, proceed to step 2.

● **If the message <Dept. ID/Pass Input> appears:**



❑ Enter your Department ID (up to seven digits) using ⓪ - ⑨ (numeric keys).



❑ Use [▼] or [▲] to select <Password:> → enter the password (up to seven digits) using ⓪ - ⑨ (numeric keys).

❑ Press ⓘⓓ (ID).

NOTE

For instructions on using Department ID Management, see Chapter 4, “System Manager Settings,” in the *Reference Guide*.

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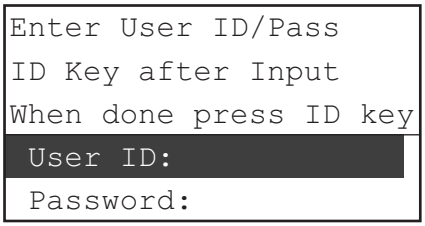
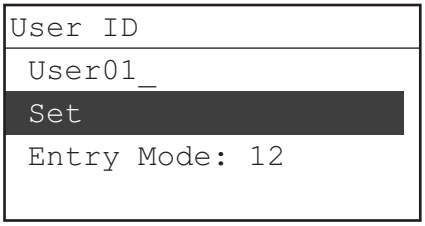
● **If the message <Enter User ID/Pass> appears:**

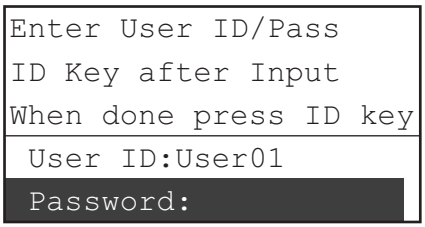


❑ Use [▼] or [▲] to select <User ID:> → press [OK].

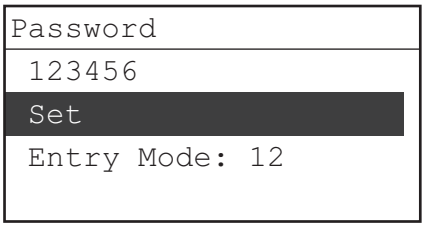


❑ Enter your User ID using ① - ⑧ (numeric keys) → use [▼] or [▲] to select <Set> → press [OK].

NOTE
For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.

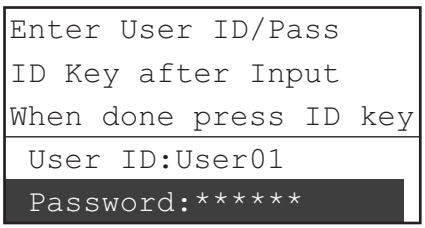


❑ Use [▼] or [▲] to select <Password:> → press [OK].



❑ Enter the user password using ① - ⑧ (numeric keys) → use [▼] or [▲] to select <Set> → press [OK].

NOTE
For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.



❑ Press ⑨ (ID).

NOTE
For instructions on using User ID Management, see Chapter 3, "Customizing Settings," in the *Remote UI Guide*.

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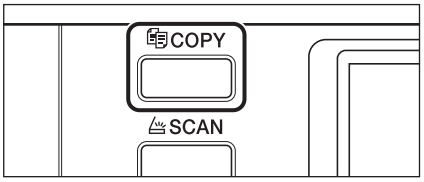
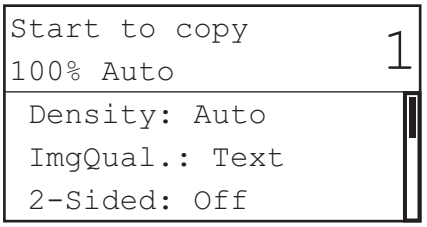
2



Press COPY.



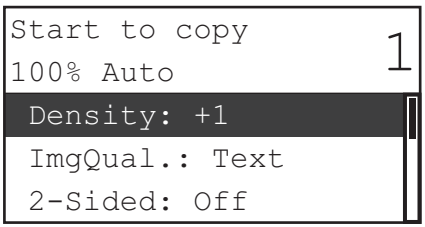
The Standby display appears for the Copy function.

3 **Place your originals.**

NOTE

For help, see “Placing Originals,” on p. 2-6.

4

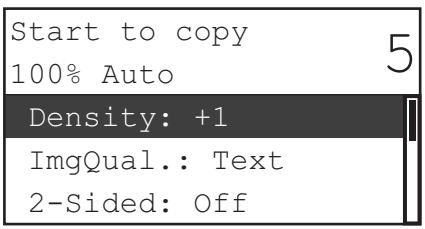


Specify the desired copy settings.

NOTE

For more information on specifying copy settings, see Chapter 1, “Basic Operations,” and Chapter 2, “Advanced Operations,” in the *Copying Guide*.

5



Enter the desired copy quantity (from 1 to 99) using ⓪ - ⑨ (numeric keys).

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6 Press (Start).

● **If the original is placed in the optional feeder:**

Copying starts.

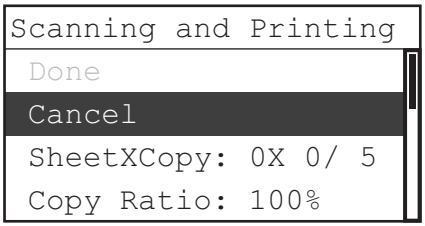
❑ Proceed to step 7.

You cannot change copy mode settings, such as the copy quantity, paper size, and copy ratio, while the machine is copying.

- If there is a current job, the machine scans the original and waits to print it. Printing starts when the current job is complete.
- You can specify copy settings and scan originals while the machine is in the waiting state, such as when the machine has just been turned ON, after a paper jam is cleared, or after a cover on the main unit or an optional unit is closed. Copying automatically begins as soon as the machine is ready.
- If the message <Memory full> appears on the LCD display, divide your originals into several sets and copy them separately.

● **If the original is placed on the platen glass:**

❑ Use [▼] or [▲] to select the size of the placed original → press [OK].



Copying starts.

If you want to cancel the job, use [▼] or [▲] to select <Cancel> → press [OK] → use [◄] or [►] to select <Yes> → press [OK].

There are several ways to cancel jobs. For more information, see “Canceling a Job,” on p. 2-21.

IMPORTANT

You cannot change copy mode settings, such as the copy quantity, paper size, and copy ratio, while the machine is copying.

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NOTE

- You will not be asked for the size of the original in the following cases:
  - The paper size set for a specific paper source has been selected manually. (See Chapter 1, “Basic Operations,” in the *Copying Guide*.)
  - The Image Combination function is set. (See Chapter 2, “Advanced Operations,” in the *Copying Guide*.)
  - Either <Org. Frame Erase> or <Book Frame Erase> is set. (See Chapter 2, “Advanced Operations,” in the *Copying Guide*.)
- If there is a current job, the machine scans the original and waits to print it. Printing starts when the current job is complete.
- You can specify copy settings and scan originals while the machine is in the waiting state, such as when the machine has just been turned ON, after a paper jam is cleared, or after a cover on the main unit or an optional unit is closed. Copying automatically begins as soon as the machine is ready.
- If the message <Memory full> appears on the LCD display, divide your originals into several sets and copy them separately.

7 If you want to start copying the next original while printing for the current job is in progress, repeat steps 3 to 6.

IMPORTANT

You cannot reserve a copy job when paper is jammed or loaded in none of the paper drawers or stack bypass.

NOTE

- You can reserve up to five copy jobs, including the current job.
- You can set different copy modes and paper sources, including the stack bypass, for each reserved job. For instructions on using the stack bypass, see Chapter 2, “Basic Operations,” in the *Reference Guide*.

8 When copying is complete, remove your originals.

9 If Department ID Management or User ID Management is set, press ID (ID).

NOTE

- For instructions on using Department ID Management, see Chapter 4, “System Manager Settings,” in the *Reference Guide*.
- For instructions on using User ID Management, see Chapter 3, “Customizing Settings,” in the *Remote UI Guide*.

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Basic Printing

This section describes the flow of basic printing operations.

NOTE

- For instructions on turning ON the machine, see “Main Power and Control Panel Power,” on p. 1-15.
- To print from a computer, you must set the machine configurations, and install the printer driver in the computer. For instructions on setting the machine configurations, see “Setting Up the Connection,” on p. 1-18, and “Before Using the machine as a printer,” on p. 1-22. For instructions on installing the printer driver, see the *Printer Driver Installation Guide*.
- The 2-Sided Printing mode is available only when the optional Duplex Unit-A1 is attached.
- To perform 2-Sided Printing from a computer that is connected to the machine with a USB cable, you must enable the optional Duplex Unit-A1 from the printer driver. For help, see Chapter 1, “Using the Machine as a Printer,” in the *UFR II Printer Guide*.
- You can select the default printer settings on the machine from the Additional Functions menu. For details, see Chapter 1, “Using the Machine as a Printer,” in the *UFR II Printer Guide*.

1 On the computer desktop, open the document that you want to print from the application.

2 Click the [File] menu → select [Print].

The [Print] dialog box appears.

NOTE

The procedure for displaying the [Print] dialog box may vary, depending on the application used.

3 On the [Print] dialog box, select your printer from [Name] → specify the print settings that suit your preferences.

For help, see the *Windows Printer Driver Guide*.

4 Click [OK] to start printing.

Printing starts.

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Basic Remote Scanning

Remote Scanning is a scanning method in which scans are loaded to a TWAIN-compliant application (such as Adobe Photoshop, Adobe Acrobat, and Microsoft Word/Excel/PowerPoint 2000 or later) on your computer desktop. This section describes the flow of basic remote scanning operations.

IMPORTANT

- A TWAIN-compliant application is required to perform remote scanning.
- Before remotely scanning your originals, you must set the machine configurations, and install the scanner driver in the computer. For more information, see “Setting Up the Connection,” on p. 1-18, and “Before Using the Remote Scan Function,” on p. 1-25.

NOTE

- For instructions on turning ON the machine, see “Main Power and Control Panel Power,” on p. 1-15.
- The quality of scans may deteriorate if the platen glass is dirty. Always keep the platen glass clean.
- Do not touch the optional feeder or platen cover while scanning. Rocking the feeder or platen cover may distort the image being scanned.
- For more information on the Remote Scan function, see the *Network ScanGear Guide*.

1 Press the appropriate keys in accordance with the messages displayed on the LCD display.

If there are no messages displayed, proceed to step 2.

● **If the message <Dept. ID/Pass Input> appears:**

❑ Enter the Department ID and password.

For help, see step 1 of “Basic Copying,” on p. 2-12.

● **If the message <Enter User ID/Pass> appears:**

❑ Enter your User ID and password.

For help, see step 1 of “Basic Copying,” on p. 2-12.

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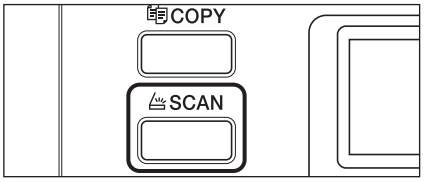
2



Press SCAN.

Scan
Ready to scan.
(Online)

The Standby display appears for the Scan function.

3 Place your originals.

NOTE

For help, see “Placing Originals,” on p. 2-6.

4 If you are scanning for the first time after the driver installation, select the Color Network ScanGear as the scanner to be used.

5 Open a TWAIN-compliant application on your computer desktop.

6 Select the command to start scanning operation (such as [Scan New] or [Acquire]).

The Color Network ScanGear Main Window appears.

NOTE

For help, see the documentation provided with your application.

7 Specify the scan settings that suit your preferences.

NOTE

For help, see the *Network ScanGear Guide*.

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8 Click [Scan].

Scanning starts.

When scanning is complete, the Color Network ScanGear Main Window closes, and the scanned image is transferred to the application.

IMPORTANT

- After clicking [Scan], do not perform any operation in the Color Network ScanGear Main Window until the dialog box showing the scanning progress appears.
- If Color Network ScanGear does not automatically close after scanning, click [ ] (Exit) to close it.
- Be sure to close the Color Network ScanGear Main Window before exiting the application.

9 When scanning is complete, remove your originals.

10 If Department ID Management or User ID Management is set, press (ID).

NOTE

- For instructions on using Department ID Management, see Chapter 4, “System Manager Settings,” in the *Reference Guide*.
- For instructions on using User ID Management, see Chapter 3, “Customizing Settings,” in the *Remote UI Guide*.

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Canceling a Job

There are several ways to cancel a job. This section describes how to cancel a job using the Stop key and using the System Monitor screen.

NOTE

Several copies/prints may be output even after you canceled a job.

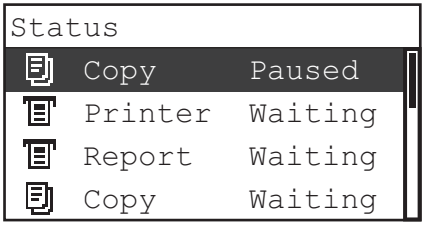
Using the Stop Key

You can cancel a copy, print, or remote scan job using the Stop key.

1 Press (Stop).

- **If the machine is handling only one job:**
  - ❑ Proceed to step 4.
- **If the machine has multiple copy or print jobs:**
  - ❑ Proceed to step 2.

2



Use [▼] or [▲] to select the job you want to cancel → press [OK].

NOTE

- The current job is listed first on the Status screen.
- The LCD display can display characters in ASCII code. Using other character codes may cause characters garbled on the LCD display.
- The messages displayed on the Status screen are as follows:
  - <Printing> = Current job
  - <Paused> = Current job that has been temporarily stopped by pressing (Stop).
  - <Waiting> = Reserved jobs

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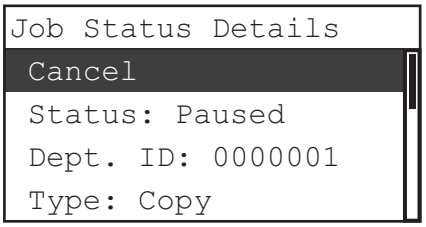
3



Use [▼] or [▲] to select <Cancel> → press [OK].

The Cancel screen appears.

4

Use [◀] or [▶] to select <Yes> → press [OK].

The job is canceled.

NOTE

- If you do not want to cancel the job, press [◀] or [▶] to select <No> → press [OK].
- Pressing (Stop) while the machine is scanning an original placed in the optional feeder may cause a paper jam. For instructions on clearing paper jams in the optional feeder, see Chapter 7, "Troubleshooting," in the *Reference Guide*.
- You cannot select multiple jobs and cancel them all at once. Select and cancel one job at a time.

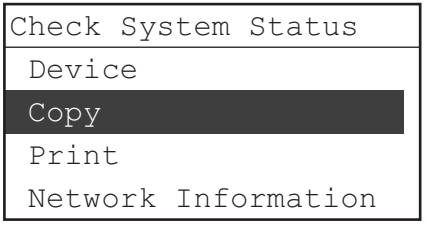
Using the System Monitor Screen

You can cancel a copy or print job from the System Monitor screen during printing or while it is waiting to be processed.

1 **Press (System Monitor).**

The System Monitor screen appears on the LCD display.

2



Use [▼] or [▲] to select <Copy> or <Print> → press [OK].

If you select <Copy>, the Copy Status/Log screen appears.

If you select <Print>, the Print Status/Log screen appears.

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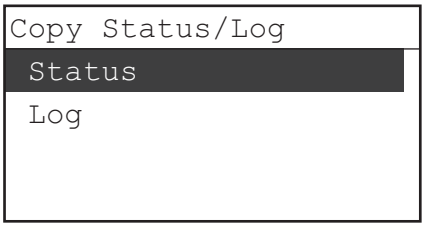
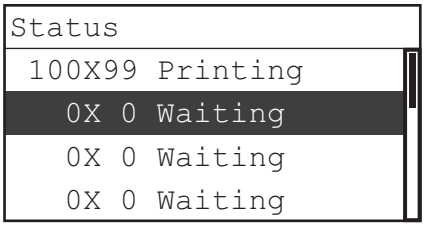
3



Use [▼] or [▲] to select <Status> → press [OK].

The Status screen appears.

4



Use [▼] or [▲] to select the job you want to cancel → press [OK].

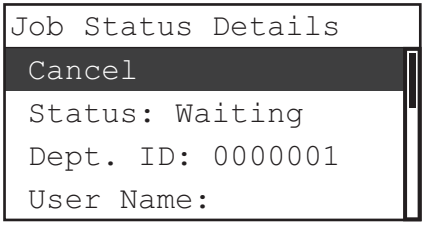
If there is only one job, just press [OK].

The Job Status Details screen appears.

NOTE

- The current job is listed first on the Status screen.
- The LCD display can display characters in ASCII code. Using other character codes may cause characters garbled on the LCD display.
- The messages displayed on the Status screen are as follows:
  - <Printing> = Current job
  - <Paused> = Current job that has been temporarily stopped by pressing (Stop).
  - <Waiting> = Reserved jobs

5



Use [▼] or [▲] to select <Cancel> → press [OK].

The Cancel screen appears.

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6

Use [◀] or [▶] to select <Yes> → press [OK].

If you do not want to cancel the job, select <No> to return to the previous display.

The selected job is canceled.

Repeat steps 4 and 6 to cancel another job.

NOTE

- You cannot select multiple jobs and cancel them all at once. Select and cancel one job at a time.
- The LCD display can display characters in ASCII code. Using other character codes may cause characters garbled on the LCD display.

7 Press (Reset) to return to the Standby display.

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Routine Maintenance

3
CHAPTER

This chapter describes how to load paper, perform routine cleaning operations, and replace consumables, such as toner and staple cartridges.

Paper Drawers 3-2
Loading Paper 3-2
Adjusting a Paper Drawer to Hold a Different Paper Size 3-6
Replacing the Toner 3-10

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Paper Drawers

This section describes how to load paper into the paper drawers.

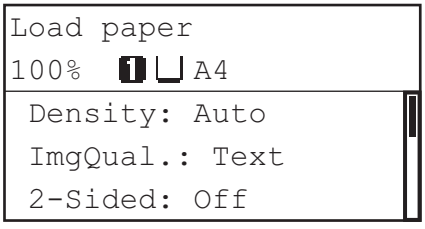
NOTE

- The following paper sizes can be loaded in Paper Drawers 1, 2, 3, and 4:
  - A4, A4R, A3, or A5
- Paper Drawer 2 can be added by attaching the optional Cassette Feeding Module-J1 or -K1.
- Paper Drawer 3 (and 4) can be added by attaching the optional Cassette Feeding Module-K1.
- For more information on available paper stock which can be loaded in the paper drawers, see “Available Paper Stock,” on p. 5-3.

Loading Paper

A message prompting you to load paper appears on the LCD display, and the error indicator flashes red when:

- paper runs out in any of the paper drawers.
- a paper drawer is not fully inserted into the machine. Make sure that the paper drawer is properly set in place.
- a paper drawer is opened even if the paper is loaded.



CAUTION

When loading paper, take care not to cut your hands on the edges of the paper.

IMPORTANT

- Do not load nonstandard paper sizes into the paper drawers.
- Do not load the following types of paper into the paper drawers, as this may cause paper jams:
  - Severely curled or wrinkled paper
  - Lightweight straw paper: less than approximately 64 g/m^2
  - Transparencies
  - Envelopes
  - Labels

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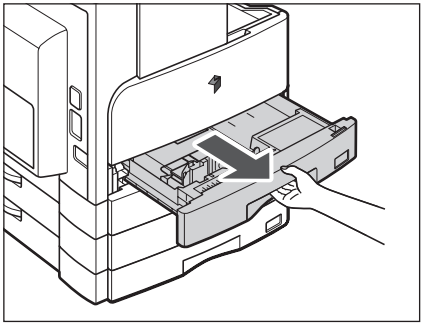
- Paper on which color images have been copied (Do not copy on the reverse side of this paper either.)
- Paper which has been printed on using a thermal transfer printer (Do not print on the reverse side of this paper either.)

- Fan the stack of paper well before loading it, and align the edges of the paper stack on a flat surface.
- Never place paper or any other items in the empty part of the drawer next to the paper stack. Doing so may cause paper jams.

NOTE

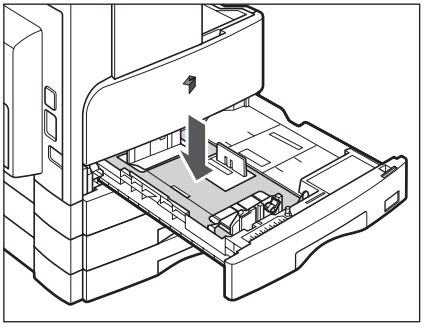
- If a message prompting you to load paper appears during printing, the remaining prints are automatically made after you load the correct paper. If you select another paper drawer, the remaining prints are made after you press [OK].
- To cancel printing, press (Stop).

1



Grip the handle of the paper drawer and pull out the paper drawer until it stops.

2



Push down the metal plate to lock it.

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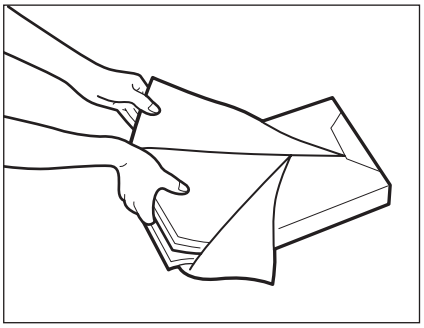
3



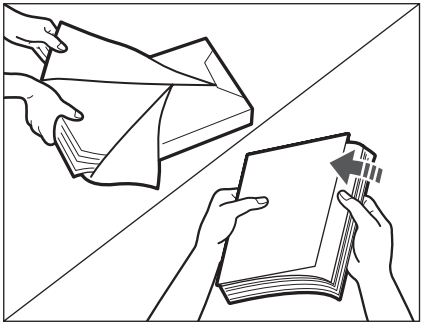
Open a package of paper, and take out the paper stack from the package.

CAUTION

When loading paper, take care not to cut your hands on the edges of the paper.

IMPORTANT

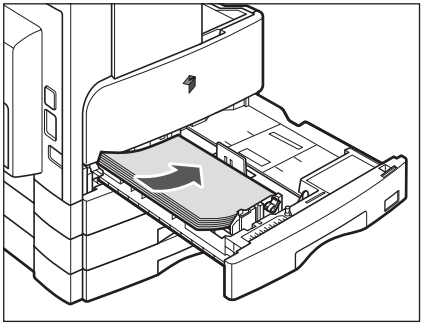
Rewrap any remaining paper in its original package, and store it in a dry place, away from direct sunlight.

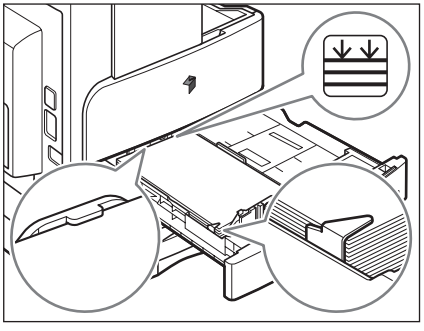


NOTE

- For high-quality printouts, use paper recommended by Canon.
- Before loading paper, always fan the sheets several times, and align the edges to facilitate feeding.

4





Load the paper stack into the paper drawer.

Even out the edges of the paper stack. Load the paper stack against the end guide of the paper drawer.

When loading paper into the paper drawer for the first time, set the size plate and the paper-size detecting lever for the paper being loaded. (See “Adjusting a Paper Drawer to Hold a Different Paper Size,” on p. 3-6.)

When loading paper into the paper drawer, make sure that the paper size setting of the paper drawer matches the size of the paper that is being loaded. (See “Adjusting a Paper Drawer to Hold a Different Paper Size,” on p. 3-6.)

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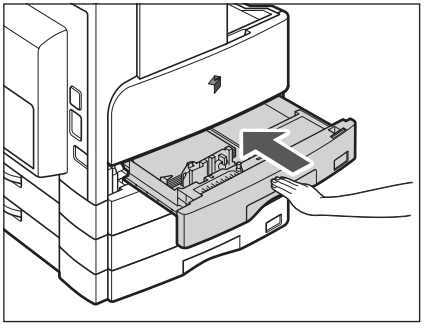
IMPORTANT

- Rolled or curled paper must be straightened out prior to use.
- Make sure that the height of the paper stack does not exceed the loading limit mark ( ) at the back of the paper drawer and the corners are below the paper size guide clips.
- Make sure that the paper-size detecting lever is set correctly. If the lever is set on a wrong position, paper jams or dirty prints may occur, or the inside of the machine may get dirty.

NOTE

- Each paper drawer holds about 250 sheets of paper (80 g/m^2).
- If there are instructions on the package of paper about which side of the paper to load, follow those instructions.
- When the paper is loaded into the paper drawer, the side facing up is the one printed on.
- If problems occur, such as poor print quality or paper jams, try turning the paper stack over, and reload it.
- For more information on the print direction of preprinted paper (paper which has logos or patterns already printed on it), see Chapter 8, “Appendix,” in the *Reference Guide*.

5



Gently push the paper drawer back into the machine until it clicks into space in the closed position.

CAUTION

When returning the paper drawer to its original position, be careful not to get your fingers caught, as this may result in personal injury.

IMPORTANT

You will not be able to make copies or prints if you load paper that exceeds the loading limit, or if the paper drawer is not completely pushed into the machine. Always check that the paper drawers are in place, and that the paper does not exceed the loading limit.

NOTE

If paper runs out during copying or printing, load a new paper stack, and follow the instructions on the LCD display. The machine automatically restarts, and produces the remaining copies or prints.

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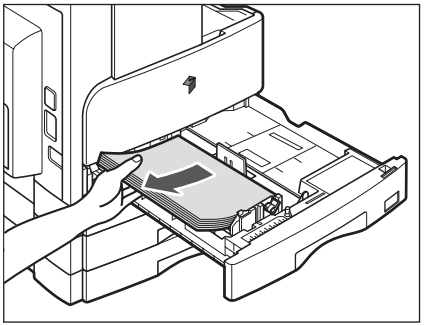
Adjusting a Paper Drawer to Hold a Different Paper Size

If you want to change the size of paper in a paper drawer, follow the procedure described below to adjust the paper drawer guides.

NOTE

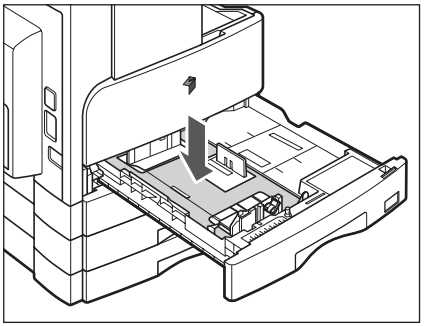
Please contact your Canon service representative about the settings for U1, U2, and U3 paper.

1



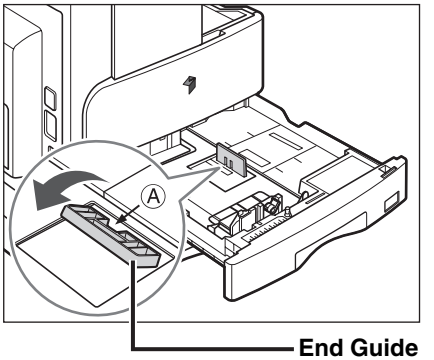
Pull out the paper drawer, and remove all the loaded paper.

2



Push down the metal plate to lock it.

3



Detach the end guide and reattach it to the slots aligned with the mark indicating the desired paper size.

Detach the end guide by pressing down and forward. Align the end guide with the mark indicating the desired paper size. Reattach the end guide by tilting it forward and inserting the tabs at both ends into the slots. Then push the end guide up to return it to its original vertical, upright position.

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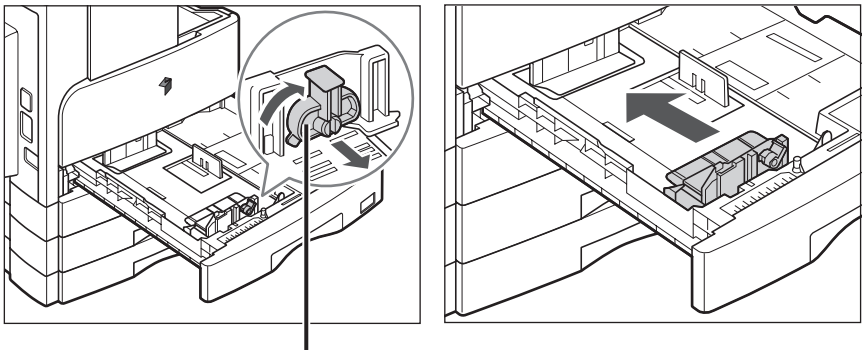
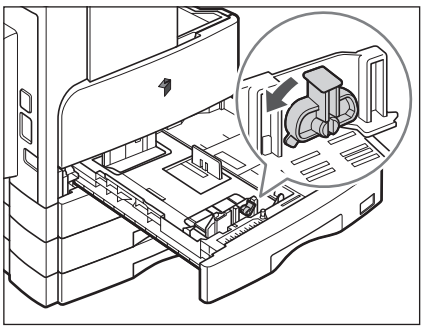
NOTE

Attach the end guide while pressing down the point indicated with 'A'.

4 **Lift up the lock lever on the front slide guide, and slide it backwards or forwards to align it with the groove marked with the desired paper size.**



5

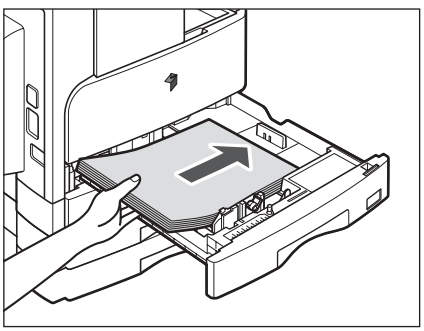


Lower the lock lever to lock the front slide guide into place.

IMPORTANT

Be sure to set the lock lever correctly. If the lock lever is positioned incorrectly for the type of paper loaded in the paper drawer, the wrong paper type will be shown on the LCD display. This may also cause paper jams, dirty prints, or make the inside of the machine dirty.

6



Load the appropriate size paper into the paper drawer.

CAUTION

When loading paper, take care not to cut your hands on the edges of the paper.

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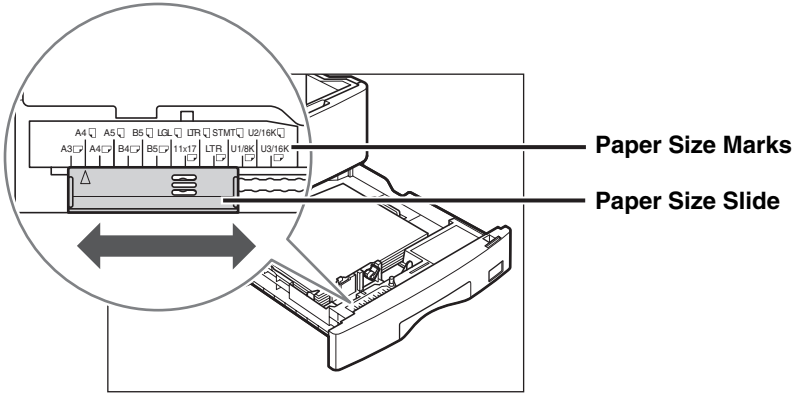
7 Move the paper size detecting lever on the left side of the paper drawer, so that the arrow points to the paper size being loaded.



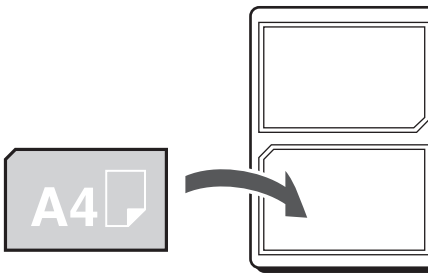
IMPORTANT

Make sure that the paper size detecting lever is set correctly. If the lever is positioned incorrectly to the size of paper loaded in the paper drawer, the wrong paper size will be shown on the LCD display. This may also cause paper jams, dirty prints, or make the inside of the machine dirty.

NOTE

<A4R> displayed on the LCD display indicates the paper size label or punch mark of 'A4 ▭' on the paper drawers.

8 Stick the appropriate paper size label on the paper size plate.



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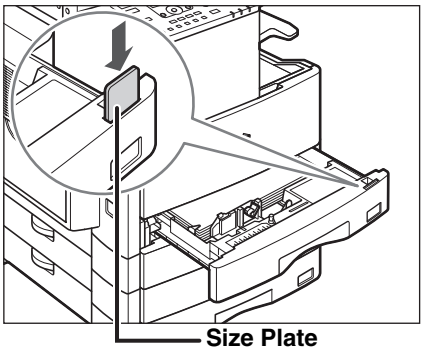
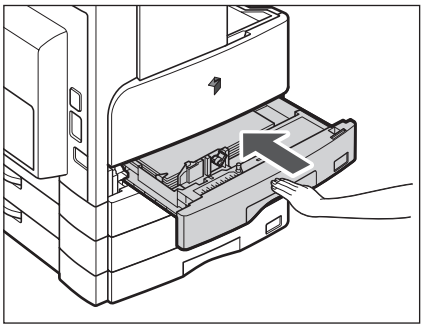
9



Change the paper size plate to match the new paper size.

10



Gently push the paper drawer back into the machine until it clicks into place in the closed position.

CAUTION

When returning the paper drawer to its original position, be careful not to get your fingers caught, as this may result in personal injury.

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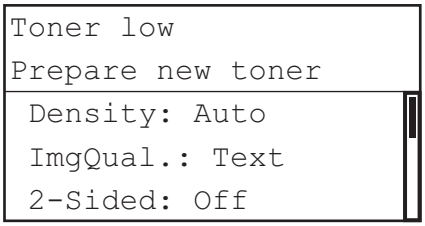
Replacing the Toner

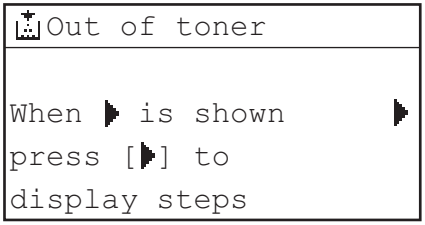
When there is only a small amount of toner remaining in the machine, the following message blinks on the LCD display. You may continue printing, however, it is highly recommended that you prepare a new toner cartridge before the toner has completely run out.



When prints can no longer be made as toner runs out completely, the following display appears on the LCD display. Follow the procedure described below to help you replace the toner cartridge.

NOTE

For detailed information on the displays showing the instructions on replacing the toner or staples, clearing the paper or staple jams, see Chapter 7, “Troubleshooting,” in the *Reference Guide*.



WARNING

- **Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the cartridges to ignite, resulting in burns or a fire.**
- **Do not store toner cartridges or paper in places exposed to open flames, as this may cause the toner or paper to ignite, resulting in burns or a fire.**
- **When discarding used toner cartridges, put the cartridges in a bag to prevent the toner remaining inside the cartridges from scattering, and dispose of them in a location away from open flames.**

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CAUTION

- **Keep toner out of the reach of small children. If toner is ingested, consult a physician immediately.**
- **Take care not to allow toner to come into contact with your hands or clothing. If toner gets onto your hands or clothing, wash it off immediately with cold water. Washing it off with warm water may set the toner permanently, and make it impossible to remove the toner stains.**

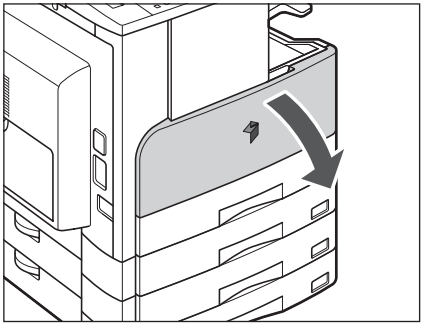
IMPORTANT

- Use only toner cartridges intended for use with this machine.
- Do not replace toner cartridges until the message prompting you to do so appears.
- Do not attempt to replace the toner cartridge while the machine is printing.

NOTE

- It is recommended that you replace the toner cartridge soon after the message <Toner low/Prepare new toner> appears.
- Printing stops if the toner runs out during a print job. The machine will resume printing the remaining pages automatically after you replace the toner cartridge.

1



Open the front cover.

NOTE

The screen shown left is a capture from the On-Screen Instruction. For details, see Chapter 7, “Troubleshooting,” in the *Reference Guide*.

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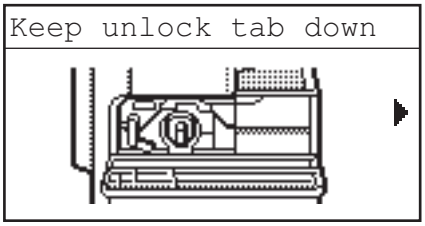
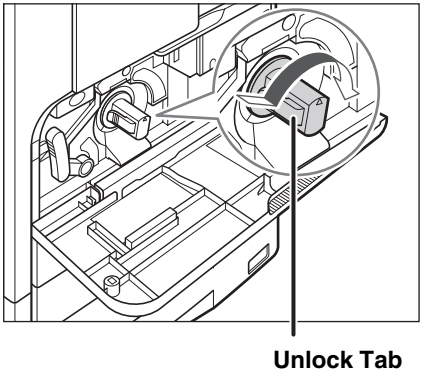
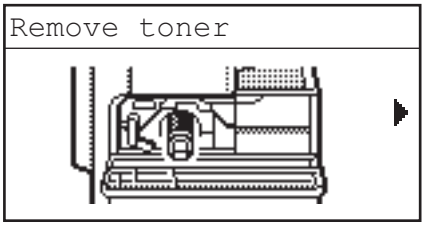
2



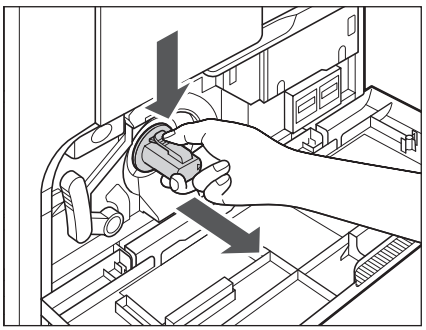
While pressing the unlock tab on the grip, turn the toner cartridge in the direction of the arrow (clockwise).



3



Pressing the unlock tab, pull out the toner cartridge.



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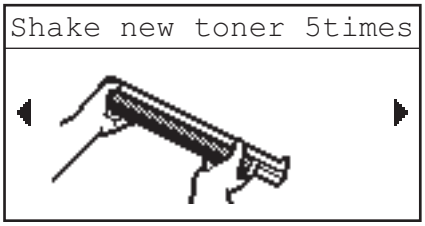
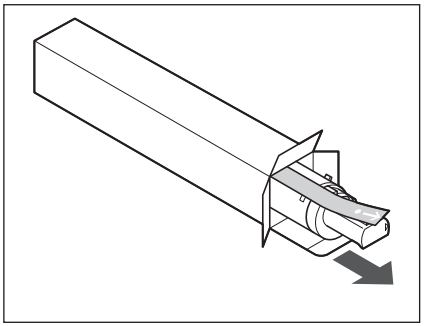
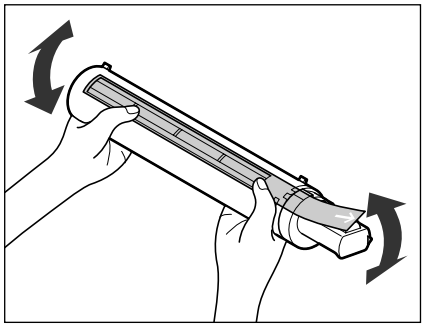
4



Shake the new toner cartridge back and forth (five or six times) to distribute the toner evenly inside the cartridge.





WARNING

Do not throw used toner cartridges into open flames, as they may ignite the toner remaining inside the cartridge, and result in burns or a fire.

IMPORTANT

If the toner is not distributed evenly inside the cartridge, the outputs may be printed uneven.

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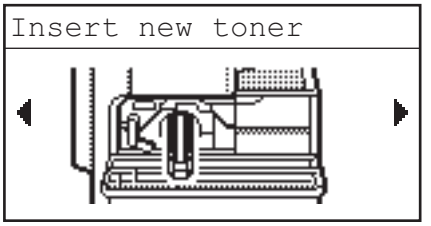
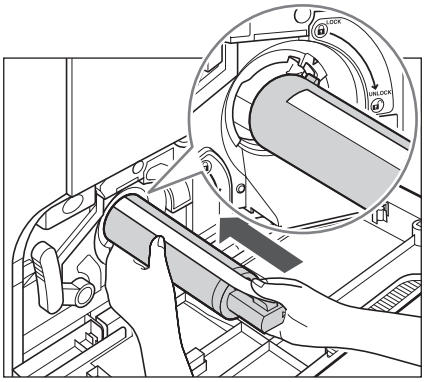
5

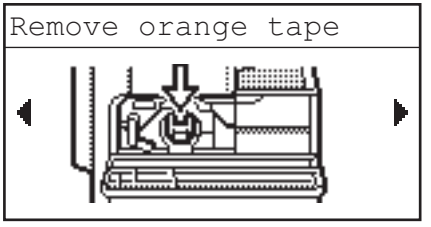


Make sure that the side of the cartridge with the label is facing up, and push the new toner cartridge into the machine as far as it will go.

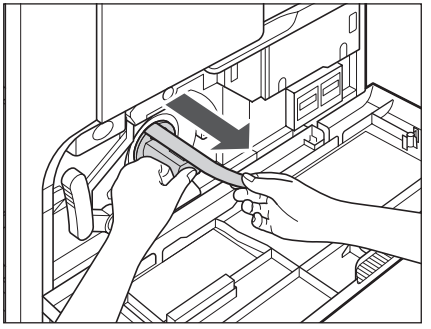


Support the new toner cartridge with one hand from underneath, while pushing it into the machine with the other hand.

6



Hold the toner cartridge in place with one hand, and then remove the protective seal by pulling it straight out with the other hand.



IMPORTANT

- Pull out the seal slowly, otherwise the toner may scatter and soil your clothes or skin.
- Make sure that you pull out the seal completely, otherwise print errors may occur.
- Make sure that you pull the seal straight out. Pulling the seal upwards or downwards may break the seal. If the seal breaks inside the toner cartridge and cannot be removed completely, the toner cartridge cannot be used.
- Throw away the seal after removing it from the toner cartridge.

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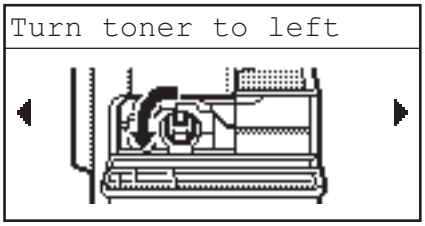
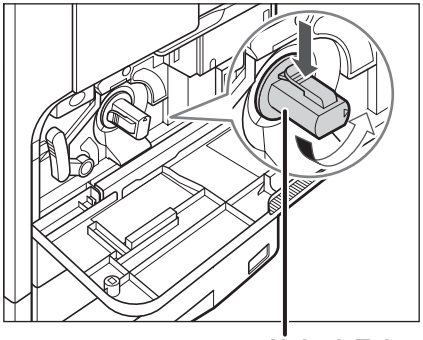
7



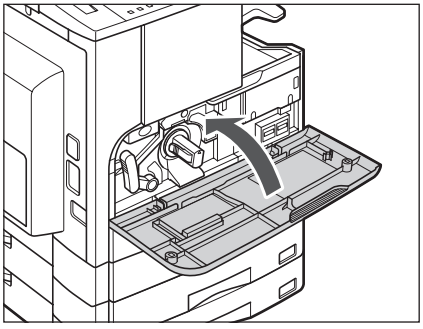
While pushing in the unlock tab, turn the toner cartridge in the direction of the arrow (counterclockwise).



IMPORTANT
Turn the toner cartridge fully until it locks into place.

8

Close the front cover.



CAUTION

When closing the front cover, be careful not to get your fingers caught, as this may result in personal injury.

IMPORTANT
Make sure that you clean the fixing unit every time you replace the toner cartridge. (See Chapter 6, “Routine Maintenance,” in the *Reference Guide*.)

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Troubleshooting

4

CHAPTER

This chapter describes what to do in response to paper jams in the machine, and error messages.

Clearing Paper Jams 4-2
- Clearing Paper Jams with On-Screen Instructions 4-2
- When Paper Jams Occur Frequently 4-3

List of Error Messages 4-4
- Self-Diagnostic Display 4-4

Service Call Message 4-11
- Contacting Your Local Authorized Canon Dealer 4-11

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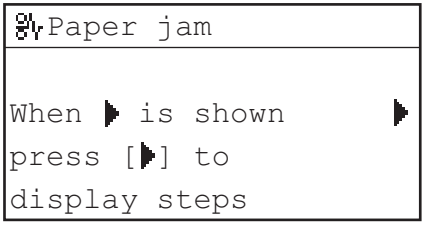
Clearing Paper Jams

Clearing Paper Jams with On-Screen Instructions

If a paper jam occurs, the display below appears. It is the first page of the On-Screen Instructions that help you clear the paper jam. The On-Screen Instructions show you how to clear the paper jam step by step. You can proceed to the next step by pressing [▶] or return to the previous step by pressing [◀].

For more information, see Chapter 7, "Troubleshooting," in the *Reference Guide*.



WARNING

There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

CAUTION

- **When removing jammed originals or paper, take care not to cut your hands on the edges of the original or paper.**
- **When removing paper which has become jammed inside the machine, take care not to cut your hands or injure yourself on the parts on the inside of the machine. If you cannot remove the paper, please contact your local authorized Canon dealer.**
- **When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing with warm water may set the toner and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**

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- **The fixing unit and its surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside of the machine, do not touch the fixing unit and its surroundings, as this may result in burns or electrical shock.**
- **After clearing all paper jams, remove your hands from the machine immediately. Even if the machine is not in operation, your hands, hair, or clothing may get caught in the feed rollers, which could result in personal injury or damage if the machine suddenly starts printing.**

When Paper Jams Occur Frequently

If paper jams occur frequently, even though there is no apparent problem with the machine, either one of the following two reasons may be the cause. Follow the instructions described below to reduce the frequency of paper jams.

■ There are torn pieces of paper left inside the machine.

Pulling jammed paper out of the machine by force may leave parts of the paper torn inside, leading to frequent paper jams. If paper tears while you are trying to remove jammed paper from the machine, make sure that you remove all of the torn pieces.

■ The paper size detecting lever is set incorrectly.

Make sure that the paper size detecting lever located on the left side of a paper drawer matches the size of the paper loaded in the paper drawer. If the paper size detecting lever is set incorrectly, paper jams may occur more frequently. See Chapter 6, “Routine Maintenance,” in the *Reference Guide*.

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List of Error Messages

This section explains the various messages that appear on the LCD display, along with possible causes and remedies.

Self-Diagnostic Display

If the machine displays a self-diagnostic error message, follow the instructions on the LCD display.

Self-diagnostic (error) messages appear on the LCD display in the following cases:

- Scanning or printing cannot be performed because of an operational error.
- You need to make a decision or take some action during scanning, copying, or printing.
- You need to make a decision or take some action while browsing the network.

Cannot staple/Reduce output pages

Cause The machine cannot staple the printouts because too many sheets of paper have been printed out.

Remedy The printouts are simply collated without stapling. If necessary, reduce the number of pages in the document and print again.

Cannot use 2-Sided/Change paper size

Cause When making two-sided copies, one of the following paper sizes has been selected: A5 or Free Size.

Remedy Load the paper vertically into the stack bypass to make two-sided copies.

Cannot use 2-Sided/Change paper type

Cause When making two-sided copies, one of the following paper types has been selected: Envelopes, Labels, Heavy Paper 2, Heavy Paper 3, Bond, or Transparency.

Remedy Select one of the following paper types to make two-sided copies: Plain, Color, Recycled, or Heavy Paper 1.

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Check document

Cause A paper jam may have occurred in the feeder.

Remedy Remove the jammed document.

Data error/Repairing data

Cause The machine may have trouble.

Remedy Contact your local authorized Canon dealer if the problem persists.

Document too long

Cause The original that you are trying to copy is too long for the feeder.

Remedy Scan the original on the platen glass.

Drawer 2 cover open/Close cover

Cause The left cover of Paper Drawer 2 is open.

Remedy Close the paper drawer's left cover.

Drawer 3 cover open/Close cover

Cause The left cover of Paper Drawer 3 is open.

Remedy Close the paper drawer's left cover.

Drawer 4 cover open/Close cover

Cause The left cover of Paper Drawer 4 is open.

Remedy Close the paper drawer's left cover.

Drum is not set/Insert the drum

Cause The drum unit has not been installed.

Remedy Install the drum unit. (See Chapter 6, "Routine Maintenance," in the *Reference Guide*.)

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Exxx*

Cause An error has occurred in the machine.

Remedy Turn OFF the main power, wait for more than 10 seconds, then turn it ON again. If this does not solve the problem, disconnect the machine and contact your local authorized Canon dealer. (See “Service Call Message,” on p. 4-11.)
* xxx stands for a number.

Feeder cover open/Close cover

Cause The feeder cover is open.

Remedy Close the feeder cover.

Finisher cover open/Close cover

Cause The front cover of the finisher is open.

Remedy Close the front cover of the finisher.

Frnt/Left cover open/Close cover

Cause One or more covers are open.

Remedy Close all of the covers.

Load correct paper

Cause 1 The paper size detected automatically by the paper drawer does not match the actual paper size.

Remedy 1 Make sure that the paper size loaded in the paper drawer matches the paper size set for the drawer.

Remedy 2 Set the size for the paper drawer to match the paper you want to load into the drawer.

Cause 2 The paper size selected for the stack bypass in the Stand. Stack Bypass (Standard Stack Bypass) menu does not match the paper size loaded in the stack bypass.

Remedy 1 Load the correct paper size into the stack bypass.

Remedy 2 Set the paper size for the stack bypass to match the paper you want to load into the stack bypass.

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Load paper

Cause	The paper drawer is out of paper, or not inserted correctly.
Remedy 1	Load paper.
Remedy 2	Insert the paper drawer as far as it will go.

Memory full

Cause	The machine's memory is full of scanned documents.
Remedy	Divide the original into smaller batches and scan them one by one.

No appropriate size

Cause	<Auto> is selected when copying, but paper of the appropriate size is not loaded in the paper drawer nor in the stack bypass.
Remedy 1	Select the desired paper size.
Remedy 2	Set the copy ratio to match the desired paper size. If you press (Start) while this message is displayed, the paper with the smallest margin is selected automatically, and printing starts.

Not connected/Check cable

Cause	The network cable connection has some problem.
Remedy	Make sure that the network cable is properly connected.

Out of staples/Replace staple cart.

Cause	There are only a few staples remaining in the staple cartridge.
Remedy	Replace the staple cartridge. (See Chapter 6, "Routine Maintenance," in the *Reference Guide*.)

Out of toner

Cause	The toner cartridge has run out of toner.
Remedy	Replace the toner cartridge. (See Chapter 6, "Routine Maintenance," in the *Reference Guide*.)

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Output tray full/Remove paper

Cause The output tray is full of paper.

Remedy Remove the prints from the output trays.

Over page limit/Press OK key

Cause The machine is set to restrict printing, and the set page limit for printing has been reached.

Remedy From the Dept. ID Management (Department ID Management) menu in the System Settings menu, open the Limit Settings menu and change the maximum number of pages that can be printed.

Paper jam

Cause 1 An original jam or paper jam has occurred.

Remedy Remove the jammed paper from the machine. (See “Clearing Paper Jams,” on p. 4-2.)

Cause 2 A cover has been opened during printing.

Remedy Open the cover again and check if there is any jammed paper. Clear the jammed paper, if any, and close the cover. The message disappears, and printing resumes.

Platen glass dirty/Clean platen glass

Cause The feeder’s scanning area is dirty.

Remedy Clean the feeder’s scanning area. (See Chapter 6, “Routine Maintenance,” in the *Reference Guide*.)

Restart the machine./If problem persists,/call service rep.

Cause An error has occurred.

Remedy Contact your local authorized Canon dealer. (See “Contacting Your Local Authorized Canon Dealer,” on p. 4-11.)

Set doc. on glass

Cause The original has been placed in the feeder and a mode that cannot be used with the feeder, such as the 2-Page Separation mode, has been selected.

Remedy Place the original on the platen glass.

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Staple jam

Cause A staple jam may have occurred in the Finisher-U2.

Remedy Check if a staple jam has occurred. (See Chapter 7, “Troubleshooting,” in the *Reference Guide*.)

This func. requires Optional equipment.

Cause The SCAN key has been pressed when the machine is not equipped with the optional network kit.

Remedy To make the scanning function available, the optional network kit is required.

This size cannot be stapled

Cause The machine cannot staple the printouts because the selected paper size is unavailable for stapling.

Remedy Use the suitable paper size for stapling. (See Chapter 2, “Advanced Operations,” in the *Copying Guide*.)

This size cannot be offset

Cause The machine cannot offset the printouts because the selected paper size is unavailable for offset copying.

Remedy Use the suitable paper size for offset copying. (See Chapter 2, “Advanced Operations,” in the *Copying Guide*.)

Toner low/Prepare new toner

Cause Toner is running out.

Remedy Rock the toner cartridge to redistribute the toner evenly inside the cartridge. If the message persists, install a new cartridge.

Tray A full/Remove paper

Cause Tray A is full of paper.

Remedy Remove the prints from Tray A. (See Chapter 5, “Optional Equipment,” in the *Reference Guide*.)

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Tray B full/Remove paper

Cause	Tray B is full of paper.
Remedy	Remove the prints from Tray B. (See Chapter 5, “Optional Equipment,” in the *Reference Guide*.)

Waste toner full/Prepare drum

Cause	Waste toner is full in the drum.
Remedy	Replace the drum unit. (See Chapter 6, “Routine Maintenance,” in the *Reference Guide*.)

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Service Call Message

If the machine malfunctions, a service call message appears on the LCD display.

Examples: E000, E100

Contacting Your Local Authorized Canon Dealer

If a service call message appears on the LCD display, follow the procedure described below to solve the problem.

WARNING

Do not connect or disconnect the power cord with wet hands, as this may result in electrical shock.

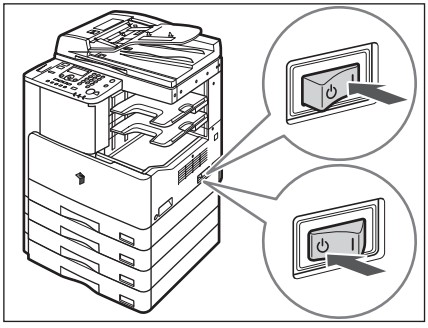
CAUTION

Always grasp the power plug portion when disconnecting the power cord. Pulling on the cord portion may expose or snap the core wire, or otherwise damage the power cord. If the power cord is damaged, this could cause an electricity leak and result in a fire or electrical shock.

IMPORTANT

If the main power switch is turned OFF, all jobs waiting in the memory will be erased.

1



Turn the main power switch OFF. Wait at least 10 seconds before turning the main power switch back ON.

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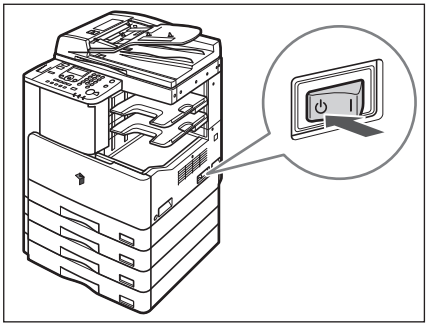
2



If the machine still does not operate normally, follow the procedure below, and contact your local authorized Canon dealer.

- ❑ Turn OFF the main power.
- ❑ Disconnect the power cord from the wall outlet.

NOTE

When contacting your local authorized Canon dealer, have the following information available:

- Model name
- Problem and status of the machine
- Service call message on the LCD display

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Appendix

5
CHAPTER

This chapter provides the specifications of the main unit and the optional equipment, and other useful information.

Multifunctional Operations 5-2
Available Paper Stock. 5-3
Index 5-5

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Multifunctional Operations

The imageRUNNER 2320/2318 offers the user multiple functions, such as printing, scanning, and copying, which can be used together. The following table provides you with the details of multifunctional operations.

■ How to read the table

The table below indicates the availability of the operations listed in the horizontal rows when the operations listed in the vertical columns are already being performed.

Example:

When copying is in progress, you can scan originals for a copy job.

NOTE

The machine's performance may be affected if image processing, such as compression, enlargement/reduction, or rotation, are being carried out when the machine receives print data.

■ Status Description

Print:

- Copy: A copy job is being printed.
- Print Data: A print or report job is being printed via a network or the USB port.

Scan:

- Copy: A copy job is being scanned.

√: Available N/A: Not Available

Next Jobs / Current Jobs		Print		Scan
		Copy	Print Data	Copy
Print	Copy	N/A	N/A	√
	Print Data	N/A	N/A	√
Scan	Copy	N/A	N/A	N/A

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Available Paper Stock

The paper types that can be used with this machine are shown below. The paper type loaded in each paper drawer can be displayed if you register that information in the machine beforehand. (See Chapter 3, “Useful Functions and Settings,” in the *Reference Guide*.)

√: Available N/A: Not Available

Paper Type	Paper Source	
	Paper Drawer (64 g/m² to 90 g/m²)	Stack Bypass (64 g/m² to 128 g/m²)
Plain*1	√	√
Recycled*1	√	√
Color*1	√	√
Bond*2	√	√
Heavy Paper 1*3	√	√
Heavy Paper 2*4	N/A	√
Heavy Paper 3*5	N/A	√
Transparency*6	N/A	√
Envelopes	N/A	√
Labels	N/A	√

*1 From 64 g/m² to 80 g/m².

*2 From 75 g/m² to 90 g/m².

*3 From 81 g/m² to 90 g/m².

*4 From 91 g/m² to 105 g/m².

*5 From 106 g/m² to 128 g/m².

*6 Use only A4 transparencies made especially for this machine.

IMPORTANT

When printing on the back side of printed paper, use Special Mode O to prevent paper jams. (See Chapter 3, “Useful Functions and Settings,” in the *Reference Guide*.)

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√: Available N/A: Not Available

Paper Size		Width x Length	Paper Source		
			Paper Drawer 1	Paper Drawers 2, 3, 4	Stack Bypass
A4		297 mm x 210 mm	√	√	√
A4R		210 mm x 297 mm	√	√	√
A3		297 mm x 420 mm	√	√	√
A5		210 mm x 148 mm	√	√	√
A5R		148 mm x 210 mm	N/A	N/A	√
Envelope	**COM10 (#10)**	104.7 mm x 241.3 mm	N/A	N/A	√
	Monarch	98.4 mm x 190.5 mm	N/A	N/A	√
	DL	110 mm x 220 mm	N/A	N/A	√
	ISO-B5	250 mm x 176 mm	N/A	N/A	√
	ISO-C5	162 mm x 229 mm	N/A	N/A	√
Free Size		95 mm x 148 mm to 297 mm x 432 mm	N/A	N/A	√

NOTE

- For instructions on loading paper, see the following sections:
  - Paper Drawers: “Loading Paper,” on p. 3-2
  - Stack Bypass: Chapter 2, “Basic Operations,” in the *Reference Guide*.
- Paper drawers 2, 3, and 4 are optional for the imageRUNNER 2320/2318.

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Index

Numerics

2-Page Separation Key, 1-13
2-Sided Key, 1-13
2-Sided Printing, 2-17

A

Abbreviations Used in This Manual, x
Additional Finisher Tray-C1, 1-14
Additional Functions Key, 1-12

B

Back Key, 1-12
Bond Paper, 5-3

C

Canceling a Job, 2-21
Cassette Feeding Module-J1, 1-10
Cassette Feeding Module-K1, 1-10
Clear Key, 1-12
Color Paper, 5-3
Connecting to a Network, 1-20
Connecting to a USB Interface, 1-19
Control Panel, 1-10, 1-12
Control Panel Power Switch, 1-12, 1-17
COPY Key, 1-12
Copy Ratio Key, 1-13
Copying, Definition of, xii
Counters, 1-11

D

Density Key, 1-13
Different Paper Size, 3-6
Different Size Originals Key, 1-13
Document Tray-J1, 1-14
Drum Unit, 1-11
Duplex Unit-A1, 1-11, 1-14, 2-17

E

Envelope, 5-3
Error Indicator, 1-13
Error Messages, 4-4
External View, 1-9

F

Feeder (DADF-P2), 1-10, 1-14, 2-6
Finisher-U2, 1-14
Finishing Key, 1-13
Fixing Unit, 1-11
Frame Erase Key, 1-13
Front Cover
  Main Unit, 1-11

H

Handling Precautions, 1-7
Heavy Paper, 5-3

Downloaded from ManualsPrinter.com Manuals

I

ID Key, 1-12
Illustrations Used in This Manual, x
Image Combination Key, 1-13
Image Quality Key, 1-13
Installation
  Installation Space, 1-5
  Location and Handling, 1-2
  Power Supply, 1-4
  Precautions, 1-2
  Safety Instructions, xx
Internal View, 1-11

K

Keys Used in This Manual, ix

L

Labels, 5-3
LCD display, 1-12
Left Cover
  Main Unit, 1-11
Loading Paper, 3-2
  Paper Drawers, 3-2

M

Main Power, 1-15
Main Power Indicator, 1-13
Main Power Switch, 1-10
Moving the Machine, 1-6
Multifunctional Operations, 5-2

N

Numeric Keys, 1-12

O

OK Key, 1-13
On-Screen Instruction, 4-2
Optional Equipment
  Cassette Feeding Module-J1, 1-14
  Cassette Feeding Module-K1, 1-14
  Inner 2 Way Tray-E2, 1-14

P

Paper Drawer's Left Cover, 1-11
Paper Drawers, 1-10
  Adjusting a Paper Drawer to Hold a Different Paper Size, 3-6
  Loading Paper, 3-2
Paper Jams
  On-Screen Instruction, 4-2
  Reducing the Frequency of Paper Jams, 4-3
Paper Select Key, 1-13
Paper Stock
  Available Paper Stock, 5-3
  Paper Size, 5-4
  Paper Type, 5-3
Parts and Functions of the Main Unit
  External View, 1-9
  Internal View, 1-11
Plain Paper, 5-3
Platen Cover Type J, 1-10
Platen Glass, 1-11, 2-6, 2-8
Printing, 2-17
Printing, Definition of, xii
Processing/Data Indicator, 1-13

R

Recycled Paper, 5-3
Remote Scan, 2-18
Reset Key, 1-12

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S

Safety Instructions
  Consumables, xxvii
  Handling, xxii
  Installation, xx
  Maintenance and Inspections, xxv
  Other Warnings, xxvii
  Power Supply, xxi
SCAN Key, 1-12
Scanning Area, 1-11
Scanning, Definition of, xi
Service Call Message, 4-11
Setting Up the Connection, 1-18
Settings Flowchart, 1-18
Sleep Mode, 1-17
Slide guides (feeder), 2-11
Stack Bypass, 1-10
Start Key, 1-12
Stop Key, 1-12
Symbols Used in This Manual, ix
System Monitor, 2-22
System Monitor Key, 1-12

T

Tone Key, 1-12
Toner Cartridge, 1-11, 3-10
Transparency, 5-3
Troubleshooting
  Clearing Paper Jams, 4-2
  Error Messages, 4-4
  Service Call Message, 4-11
TWAIN, 2-18

V

View Settings Key, 1-12

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